

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

11/24/2009

M E M O R A N D U M

What's Inside:

Letter to Adoptive Parents and Legal Guardians regarding no backdating policy, staff responsibilities and Contract Management changes.

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIVISION DIRECTOR

SUBJECT: LETTER TO ADOPTIVE PARENTS AND GUARDIANS EXPLAINING NO BACKDATING POLICY, STAFF RESPONSIBILITIES PERTAINING TO WORKING WITH ADOPTIVE AND GUARDIANSHIP FAMILIES AND CHANGES RELATING TO CONTRACT MANAGEMENT

DISCUSSION:

This memorandum is being written to alert staff that a [letter](#) is being sent from Central Office to all current Adoptive Parents and Legal Guardians who are receiving subsidy to inform them of the State's no backdating policy in regard to subsidy services and to explain to families their role in ensuring timely service provision.

Staff should also be aware of their role in ensuring timely services to families by communicating openly and honestly with all families to inform them of services available through subsidy, appropriate time frames to enter into services via subsidy as well as the responsibility to allow for a minimum of 30 days with any new service being written into a subsidy agreement. The minimum of 30 days begins once all approval signatures have been obtained and the subsidy paperwork is ready to be submitted to Central Office – Contract Management Unit (CMU) for entry. This will allow Contract Management staff time to review and enter subsidy services in a timely matter.

Staff should begin any new renegotiation of services in a timely manner to allow families ample time to provide necessary documentation for the continuation of services and should provide support to families to ensure appropriate documentation is gained when necessary.

Please ensure that the appropriate license (AD/LG) has been entered into the contracting system prior to submitting subsidy paperwork. This will ensure that subsidy paperwork is able to be processed timely without returns to the local office.

Staff interested in obtaining information regarding subsidy entry should first check the PROD system ZCCN and ZCVR screens. If the subsidy services have not been entered,

please consult with Regional staff prior to contacting Contract Management for information.

Due to a reduction in staff at Contract Management, there have been requests to lessen the amount of copying requested by Contract Management staff. To alleviate some of the workload, until further notice, CMU will only mail the subsidy paperwork signed by our Director (PAGE 1 of the Agreement); therefore it is mandatory that staff keep a copy of each subsidy they submit to CMU so that staff have a full copy of an approved agreement in their local file. Staff shall also keep a copy of all supporting documentation including the subsidy application as CMU staff will not be able to accommodate extra copying at this time. The Child Welfare Manual has also been updated to reflect that workers should keep copies of all subsidy paperwork in the local file.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Emily Montgomery, MSW (573) 522-8620 Emily.M.Montgomery@dss.mo.gov	PROGRAM MANAGER Amy Martin (573) 751-3171 Amy.L.Martin @dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Section 4:Chapter 30; Subsection 6: Approval Process	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES Letter	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS: N/A Parental Resilience Social Connections	

Knowledge of Parenting and Child Development
Concrete Support in Times of Need
Social and Emotional Competence of Children

FACES REQUIREMENTS

N/A