

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

March 11, 2009

What's Inside:
Update to Foster Parent Identification Cards.

MEMORANDUM

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

FROM: CELESTA HARTGRAVES, ACTING DIRECTOR

SUBJECT: UPDATE TO FOSTER PARENT IDENTIFICATION CARDS

DISCUSSION:

The purpose of this memorandum is to inform staff of changes made to the Child Welfare Manual to clarify the issuance and retrieval of foster, relative and kinship provider identification cards in conjunction with initial licensing, revocation or closing procedures. This is in response to a state level Continuous Quality Improvement request.

It is ultimately the responsibility of the Division as the licensing entity to process the foster/relative/kinship provider's identification card. It is also the responsibility of the Division to retrieve the foster/relative/kinship provider's identification card in the event of provider revocation or closing, regardless of whether the provider works primarily with the Division or another agency.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. Please review all Child Welfare Manual revisions with all Children's Division Staff.
3. All questions should be cleared through normal supervisory channels and directed to:

<p>PDS CONTACT: Scott B. Montgomery, PDS 573-526-5408 Scott.B.Montgomery@dss.mo.gov</p>	<p>PROGRAM MANAGER Melody Yancey 573-751-3171 Melody.Yancey@dss.mo.gov</p>
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CHILD WELFARE MANUAL REVISIONS:

[Section 6 Chapter 3.1 Foster/Kinship Family Assessment](#)

[Section 6 Chapter 3 Attachment B Foster Family Home Licensing Rules](#)

RELATED STATUTE:

ADMINISTRATIVE RULES:

COUNCIL ON ACCREDITATION (COA) STANDARDS:

PROGRAM IMPROVEMENT PLAN (PIP):