

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 15, 2009

**What's Inside:**  
Distribution of Foster  
Parent Bill of Rights  
and Licensing  
Guidelines  
Revisions

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF  
FROM: PAULA NEESE, DIRECTOR  
SUBJECT: DISTRIBUTION OF FOSTER PARENT BILL OF RIGHTS AND LICENSING GUIDELINES REVISIONS

DISCUSSION:

Children's Division policy and Revised Missouri State Statute 210.566 require that a copy of the Foster Parent Bill of Rights and Responsibilities be given to resource providers at the time of initial licensure and at each licensure renewal.

The Foster Parent Bill of Rights and Responsibilities is located in policy in [Section 1 Chapter 3 Attachment A](#). The document is also provided in the [Family-Centered Out-of-Home Resource Development](#) section on the Intranet.

Currently policy addresses providing a copy of the Foster Parent Bill of Rights and Responsibilities in the Roles and Responsibilities section of the Child Welfare Manual. This directive is being added to the Resource and Development section. Children's Division staff are to provide a copy of the Foster Parent Bill of Rights and Responsibilities to the resource providers at the next quarterly visit and per policy thereafter which requires provision of the document at initial licensure and at re-licensure.

Policy guidelines for resource family assessment, licensing, and conducting the renewal assessments have been updated for accuracy and clarification including:

- Requirement of presenting the Safe Sleep Practices, CD-117, and obtaining the agreement and signature of the applicant at the first in-home meeting and at each re-licensure.
- Requirement of presenting the Resource Provider Discipline Agreement, CD-119, and obtaining signature indicating agreement at the initial licensure and at each re-licensure.
- Requirement of presenting and obtaining signature for the resource Parent Acknowledgment of Home Assessment & Case File Information Access, CD-128, at the initial licensure and at each re-licensure.

- Requirement of opening a Vendor Licensure/Placement Resource Form, SS60, within 3 working days of receiving an application.
- Clarification that the Foster /Adoptive Medical Report, CW-215, does not include medical information regarding foster youth placed in the home.
- Revised name of the Cooperative Agreement for the Purchase of Professional Parenting Services, CM-14.
- Replacement of the term, "foster parent" with "resource provider".
- Additional details for the background screening process located in [Section 6 Chapter 3 attachment A](#) of the Child Welfare Manual.
- Introduction of the accurate term, electronic fingerprint vendor, for the Missouri State Highway Patrol's contracted vendor for obtaining fingerprints.
- Instructions for reopening a closed resource provider.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Elizabeth Tattershall 573-522-1191 <a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Melody Yancey 573-751-3171 <a href="mailto:Melody.Yancey@dss.mo.gov">Melody.Yancey@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> <a href="#">Resource Family Assessment &amp; Licensing Process Guide for Conducting Foster/Kinship Family, Section 6 Chapter 3 Attachment A</a> <a href="#">Resource Family Assessment &amp; Licensing Process Guide for Conducting Renewal Assessment, Section 6 Chapter 3 Attachment D</a> <a href="#">Resource Provider Training-STARs, Section 6 Chapter 2 Subsection 2</a>	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">Resource Development</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">Rights of Placement Resource, Section 1 Chapter 3 Subsection 2</a> <a href="#">Foster Parent Bill of Rights, Section 1 Chapter 3 Attachment A</a>	
<b>RELATED STATUTE</b> <a href="#">Foster Parent Bill of Rights and Responsibilities, RSMo 210.566</a>	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	

**CHILD AND FAMILY SERVICES REVIEW (CFSR)**

N/A

**PROTECTIVE FACTORS**

Parental Resilience, N/A

Social Connections, N/A

Knowledge of Parenting and Child Development, N/A

Concrete Support in Times of Need, N/A

Social and Emotional Competence of Children, N/A

**FACES REQUIREMENTS**

N/A