

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 18, 2010

M E M O R A N D U M

What's Inside:
Revision of the
Cooperative
Agreement for the
Purchase of Foster
Care Services, CM-3

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISION OF THE COOPERATIVE AGREEMENT FOR THE PURCHASE OF FOSTER CARE SERVICES, CM-3

DISCUSSION:

The Children's Division is in the process of converting all the Cooperative Agreements for Services and Amendments for resource providers to WORD format. The Cooperative Agreement for the Purchase of Foster Care Services, also called AC, or CM-3, has now been converted.

All resource providers must complete 30 hours of in-service training during their 2 year licensure period as well as other requirements for re-licensure per policy. If the resource provider fails to be in compliance with any licensing requirements, their license is placed on Administrative Hold, the Cooperative Agreement for Professional Parenting Services, CM-14, is closed and a CM-3 must be signed. This allows for the monthly maintenance payment to continue but the \$100.00 Professional Parenting Payment will cease until the provider becomes compliant with the licensing requirements. Refer to memo [CD08-64](#) regarding payment cessation and agreement closing.

A CM-3 **only** needs to be awarded to those individuals who do not have a CM-14. **If a provider has an awarded CM-14 they should not have an open CM-3.** Those individuals that would need to have a CM-3 include; ICPC out-of-state providers, providers on administrative hold, relative providers who choose not to complete the required in-service training hours, and residential facilities for clothing vouchers.

Children's Division staff will begin using the revised CM-3 February 18, 2010. All resource providers that do not have a CM-14 and only need a CM-3 should be converted to the new CM-3 Cooperative Agreement by February 18, 2012.

The revised CM-3 is now listed on E forms but only available on Desk Top. All unused CM-3 documents should be destroyed and no longer used beginning February 18, 2010.

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| NECESSARY ACTION | |
| <ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: | |
| PDS CONTACT Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov | PROGRAM MANAGER Melody Yancey 573-751-3171 Melody.Yancey@dss.mo.gov |
| CHILD WELFARE MANUAL REVISIONS | |
| N/A | |
| FORMS AND INSTRUCTIONS | |
| Cooperative Agreement for the Purchase of Professional Parenting Services, CM-14 (Available on Desk Top only) | |
| REFERENCE DOCUMENTS AND RESOURCES | |
| CD08-64 Administrative Hold as Related to License Renewal | |
| 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 | |
| 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 | |