

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 29, 2010

M E M O R A N D U M

**What's Inside:**  
Respite for  
Emergency  
Foster Care

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF  
FROM: CANDACE A. SHIVELY  
SUBJECT: RESPITE FOR EMERGENCY FOSTER CARE

DISCUSSION:

The purpose of this memorandum is to inform staff that licensed resource providers who are contracted to provide Emergency Foster Care may on rare occasions, such as a death in the family, illness, or unplanned hospitalization, find it necessary to receive respite care services. On those occasions:

1. Payment for the respite provider is made by following the Payment Request instructions located in the FACES [Financial Management handbook](#).
2. The time that the foster youth is in respite care continues to count toward the maximum 60 consecutive days of being in an emergency placement.

This policy revision is effective October 1, 2010.

**NECESSARY ACTION**

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**

Elizabeth Tattershall  
573-522-1191  
[Elizabeth.Tattershall@dss.mo.gov](mailto:Elizabeth.Tattershall@dss.mo.gov)

**PROGRAM MANAGER**

Dena Driver  
573-751-3171  
[Dena.D.Driver@dss.mo.gov](mailto:Dena.D.Driver@dss.mo.gov)

<p><b>CHILD WELFARE MANUAL REVISIONS</b>  <a href="#">Section 4 Chapter 4 subsection 4 sub-subsection 3</a>  <a href="#">Section 4 Chapter 17 subsection 1</a>  <a href="#">Section 4 Chapter 17 subsection 6</a></p>
<p><b>FORMS AND INSTRUCTIONS</b>  N/A</p>
<p><b>REFERENCE DOCUMENTS AND RESOURCES</b>  <a href="#">Financial System Payment Handbook</a></p>
<p><b>RELATED STATUTE</b>  N/A</p>
<p><b>ADMINISTRATIVE RULE</b>  N/A</p>
<p><b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b>  N/A</p>
<p><b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b>  N/A</p>
<p><b>PROTECTIVE FACTORS</b> N/A  Parental Resilience  Social Connections  Knowledge of Parenting and Child Development  Concrete Support in Times of Need  Social and Emotional Competence of Children</p>
<p><b>FACES REQUIREMENTS</b>  N/A</p>