

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 13, 2011

## M E M O R A N D U M

**What's Inside:**

Procedure to register children for the Missouri Heart Gallery 2012

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: MISSOURI HEART GALLERY 2012 REGISTRATION PROCEDURE

## DISCUSSION:

The purpose of this memorandum is to make staff aware of the procedure for registering children who are awaiting permanency through adoption in the 2012 Missouri Heart Gallery. Every child/youth in Children's Division custody deserves to achieve permanency and once parental rights have been terminated, adoption holds the strongest form of permanency for the child.

The 2012 Missouri Heart Gallery will be an electronic (media) gallery. Each region will receive 8x10 images of children from their region who are featured in the gallery to display at events in their region. Regions will also receive extra images of children from other regions and would have the flexibility to exchange with other regions.

The following items are needed to complete the registration process:

1. Completed [Missouri Waiting Child Registration Form – CD121](#);
2. Completed copy of the child's AdoptUsKids profile;
3. Current media profile;
4. Mini profile to be used for the Heart Gallery booklet— examples can be found at [Missouri Heart Gallery](#);
5. Consent to Release Identifying Information for Adoption Purposes, [CD-AEM-1b](#) or a court order giving permission for media recruitment; and
6. Current 35mm or .jpg digital photo

Incomplete or out of date items will be returned for completion or updating. The mini profile for the Heart Gallery booklet will be reviewed and may be revised by the Central Office Adoption Unit.

The completed registration form, photo, and profile are to be returned to Central Office Adoption Unit by **JANUARY 17, 2012**.

Send to: PO Box 88, Jefferson City, MO 65103  
 Fax to: (573)-526-3971 – Attention: Central Office Adoption Unit  
 E-mail to: [Crystal.L.Wilson@dss.mo.gov](mailto:Crystal.L.Wilson@dss.mo.gov)  
 Question, call: (573) 522-9306

You are encouraged to complete the forms and submit them for children awaiting permanency as soon as possible.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Crystal Wilson 573-522-9306 <a href="mailto:Crystal.L.Wilson@dss.mo.gov">Crystal.L.Wilson@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Amy Martin 573-751-3171 <a href="mailto:Amy.L.Martin@dss.mo.gov">Amy.L.Martin@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b>	
N/A	
<b>FORMS AND INSTRUCTIONS</b>	
<a href="#">Missouri Waiting Child Registration Form – CD 121</a> <a href="#">Consent to Release Identifying Information for Adoption Purposes- CD-AEM-1b</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b>	
N/A	
<b>RELATED STATUTE</b>	
N/A	
<b>ADMINISTRATIVE RULE</b>	
N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b>	
N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b>	
N/A	
<b>PROTECTIVE FACTORS N/A</b>	
Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
<b>FACES REQUIREMENTS</b>	
N/A	