

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 14, 2012

M E M O R A N D U M

What's Inside: Relative and Kinship Training

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: RELATIVE AND KINSHIP TRAINING

DISCUSSION:

The purpose of this memorandum is to provide clarification regarding training hour requirements for relative and kinship resource providers.

In order to be a licensed relative or licensed kinship provider, nine (9) hours of STARS Caregiver Who Knows the Child pre-service training must be completed. In addition to this 9 hours of instruction there is to be a minimum of 9 hours assessment time. The instruction of the curriculum may be self-study, one on one with a resource licensing worker, or in a class room setting as a group.

To remain licensed, a relative provider must complete 30 hours of in-service training before the end of the 2 year licensure period. If the relative chooses to not complete the required 30 hours of training, their Professional Parenting Cooperative Agreement, CM-14, must be closed and the Alternative Care Cooperative Agreement, CM-3, opened. They will not receive the monthly Professional Parenting Payment.

A kinship placement must complete the 30 hours of in-service training to have their license renewed. If they do not complete the 30 hours of training, they are to be placed on Administrative Hold, close the CM-14 and open the CM-3. They will not receive the monthly Professional Parenting Payment. Policy allows for the required training to be completed within 6 months. If they do not comply, the agency shall proceed to revoke the kinship license.

If a Relative or Kinship provider decides to become licensed as a traditional foster home, the 27 hours of STARS pre-service training must be successfully completed and all guidelines located in policy [Section 6 Chapter 3 Attachment A](#) completed, before a non-relative or kinship youth in foster care can be placed in the home. All the requirements for renewing the foster home license, located in Section 6 Chapter 3 Attachments D and E must be completed for the foster home license to be renewed

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
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PROGRAM MANAGER

Dena Driver
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CHILD WELFARE MANUAL REVISIONS

[Agency Arranged Relative or Kinship Care, Section 4 Chapter 12 Subsection 3](#)
[Pre-Service Training and STARS Competencies, Section 6 Chapter 2 Subsection 4](#)

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE

<http://www.moga.mo.gov/statutes/C200-299/2100000542.HTM>

ADMINISTRATIVE RULE

[13 CSR 35-60.030 Minimum Qualifications of Foster Parent\(s\) \(5\)](#)

COUNCIL ON ACCREDITATION (COA) STANDARDS

N/A

CHILD AND FAMILY SERVICES REVIEW (CFSR)

N/A.)

PROTECTIVE FACTORS

Parental Resilience
Social Connections
[Knowledge of Parenting and Child Development](#)
Concrete Support in Times of Need
Social and Emotional Competence of Children

FACES REQUIREMENTS

N/A