

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 13, 2012

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

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: REVIEW OF A RESOURCE HOME

## DISCUSSION:

The purpose of this memo is to clarify policy regarding a formal review of a resource home.

When there is a substantiated determination of child abuse/neglect involving a resource home and/or there are serious infractions of licensing regulations, a formal review should be conducted. The purpose of the review is to determine the continued use or licensure of the resource home. The Regional Director/Designee should facilitate the formal review.

The formal review of a resource home is a separate process from the Fair Hearing process. The formal review shall be completed before implementing the Fair Hearing process. The outcome of a formal review of a resource home may result in proceeding with an adverse action of the resource home license which will begin the Fair Hearing Process.

An outline for the written formal review summary has been added to policy.

Revisions have been made to the document used for the Fair Hearing process, Resource Home Adverse Action Report, CS-20, and the CS-20 instructions.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. Review revised Children's Division form indicated below.
4. All questions should be cleared through normal supervisory channels and directed to:

**What's Inside:**

Review of a  
Resource  
Home

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<b>CHILD WELFARE MANUAL REVISIONS</b> <a href="#">Children's Division Appeal Processes, Section 6 Chapter 7 Subsection 1</a> <a href="#">Guide for Conducting a Review of a Foster Home, Section 6 Chapter 3 Attachment L</a>	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">Notification of Resource Home Adverse Action, CS-20</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</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	
<b>FACES REQUIREMENTS</b> N/A	