

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 29, 2013

What's Inside:
Award of
Transportation
Services Contract
and Usage
Guidelines

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: TRANSPORTATION SERVICES, AWARD OF NEW CONTRACT, USAGE GUIDELINES

DISCUSSION:

The purpose of this memorandum is to announce the award of the transportation services contract and provide guidance for use. Effective July 1, 2013, OATS, Inc., EMT-Kansas City, and Checker Services, Inc. will be the designated transportation services providers for the Children's Division. The **Transportation Services Contract List** is attached to this memorandum.

The transportation contract provides an alternative means of addressing transportation needs when all efforts to arrange more desirable transportation have been exhausted. In the event no other transportation arrangements can be employed, staff must make arrangements with the contracted provider via written notification at least twenty-four (24) hours prior to the need for service.

Transportation contractors provide non-emergency transportation services for Children's Division (CD) clients needing short term trips which can be completed in one day. Transportation must be related to a child/family service agreement.

Transportation Contract Utilization

When considering transportation services or making arrangements for a CD client to be transported, staff should refer to [Section 8 Chapter 7.1](#) of the Child Welfare Manual for additional information regarding the utilization of the transportation contract.

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 John Steinmeyer 573-751-8930 John.D.Steinmeyer@dss.mo.gov	PROGRAM MANAGER Christy Collins 573-751-9603 Christy.Collins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Section 8, Chapter 7.1 Transportation Service Contract	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS PA-HR 3.03 , PA-ASE 6.03 , PA-FC 17.06	
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	