

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 30, 2013

MEMORANDUM

What's Inside:
Kinship and
Relative home
placements

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

FROM: CANDACE SHIVELY, DIRECTOR

SUBJECT: KINSHIP AND RELATIVE HOME PLACEMENTS

DISCUSSION:

The purpose of this memorandum is to inform staff of a small change in FACES regarding the licensing of kinship and relative home providers and how it affects the child's placement history.

Effective immediately, when an unlicensed kinship (KHU) or relative (RHU) home becomes fully licensed, the system will automatically create a new placement period for the child(ren) placed in their home with a placement begin date equal to the RHO or KHO license begin date. Previously, the KHU/RHU period was being overlaid when the provider became fully licensed and the worker had to re-enter this placement period manually. This new automation will eliminate this manual step and clearly show the two distinct periods of KHU/RHU and KHO/RHO.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:
FACES Help Desk
1-800-392-8725, option #3

PROGRAM MANAGER:
Leanne Leason
(573) 526-0700
Leanne.D.Leason@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:
N/A

FORMS AND INSTRUCTIONS N/A
REFERENCE DOCUMENTS AND RESOURCES N/A
RELATED STATUTE N/A
ADMINISTRATIVE RULE N/A
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A
PROTECTIVE FACTORS N/A
FACES REQUIREMENTS As outlined in memo