

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 19, 2013

MEMORANDUM

**What's Inside:**

Relative/Kin  
Placement Tools

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: TOOLS TO INFORM RELATIVES AND KIN

DISCUSSION:

The purpose of this memorandum is to provide staff with tools to educate potential relative/kinship providers regarding the placement process and to aid staff in fulfilling the statutory requirement to notify all adult relatives within 30 days of custody. Research shows placing children with relatives improves placement stability and minimizes disruption. In addition, providing relative and kinship providers with accurate information about the child's needs before placement leads to increased provider satisfaction and placement stability. These changes come as a result of the Program Improvement Plan to identify and implement strategies to decrease the number of placements for children in foster care. A workgroup composed of contracted and Children's Division staff from each of the regions developed these optional tools to help staff:

***Relative/Kin Notification Letter, CD-203***

The letter was developed in response to a Continuous Quality Improvement (CQI) request to standardize the process of informing relatives/kin the child is in the custody of the Children's Division and to educate relatives/kin of the potential to become a placement option for the child(ren). The letter briefly describes the rights and responsibilities of the relative/kin as well as the process to become a resource provider for the child(ren) and ensures all relevant information is shared with the relative/kin. This letter can be mailed to all adult relatives within 30 days to provide notification of custody.

***Relative/Kin Placement Brochure***

This brochure was developed as a mechanism to educate relatives/kin about the licensing process. The brochure details the requirements to become a relative/kin provider and explains what to expect in the first 30 days of custody. The brochure can be given to relatives/kin along with the notification letter.

### **Talking Points for Prospective Relative/Kin Providers**

The talking points provide staff with tips for talking to prospective relative/kin providers regarding the child's removal, the legal requirements, and the licensing process. Staff can follow these guidelines when speaking to prospective relative/kin providers to ensure all relevant information is provided to the relative/kin which will aid in making an informed decision about accepting placement of the child.

<b>NECESSARY ACTION:</b>  1. Review this memorandum with all Children's Division staff. 2. All questions should be cleared through normal supervisory channels and directed to:	
<b>PDS CONTACT:</b>	<b>PROGRAM MANAGER:</b> Christy Collins (573) 751-9603 <a href="mailto:Christy.Collins@dss.mo.gov">Christy.Collins@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS:</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">Relative/Kin Notification Letter</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">Relative/Kin Placement Brochure</a> <a href="#">Talking Points for Prospective Relative/Kin Providers</a>	
<b>RELATED STATUTE</b> <a href="#">RSMo 210.305</a> <a href="#">HR 6893 Fostering Connections to Success and Increasing Adoptions Act</a> <a href="#">RSMo 210.565</a>	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> PA-FC 6: <a href="#">Child Placement</a> PA-FC 7: <a href="#">Developing and Maintaining Connections</a>	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> CFSR, Item 6: <a href="#">Stability of Foster Care Placement</a> CFSR, Item 8: <a href="#">Reunification, Guardianship, or Permanency Placement with Relatives</a> CFSR, Item 15: <a href="#">Relative Placement</a>	
<b>PROTECTIVE FACTORS</b> 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