

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 24, 2013

What's Inside:
Children's
Division and
Head Start
Collaboration

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: REFERRALS TO HEAD START/EARLY HEAD START

DISCUSSION:

The purpose of this memorandum is to follow up on [Memorandum CD13-34](#) regarding Head Start and local Children's Division collaboration. The prior memorandum and policy required CD staff to refer all children in alternative care to Head Start. Based on feedback from the field and our partners, this policy has been revised. In the future, staff are encouraged to refer children in alternative care to Head Start. The Head Start/Early Head Start Referral form (CD-200) has also been revised based on feedback from the field.

As mentioned in the prior memorandum, Head Start/Early Head Start services, when accessed, can have a direct bearing on the actions Children's Division workers use in their day-to-day interactions with families. By accessing Head Start/Early Head Start programs, families can ensure their children are receiving quality child care services to help with school readiness. It will also aid in ensuring:

- Reduction in the recurrence of child maltreatment.
- Consistency in addressing risk of harm.
- Consistency in addressing families' needs for services and/or provision of services.
- Availability and accessibility of needed services.
- Engagement of parents in child care choices.
- Information to Children's Division field staff for consideration in case planning, service delivery, and goal attainment through the Family Support Team involvement.
- Diligent efforts to meet children's early educational needs.
- Assessment of mental health needs of the parent (*as well as developmental and social/emotion needs of the child*) and provision of mental health services.

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

Holly Otto
573-741-4431
Holly.M.Otto@dss.mo.gov

PROGRAM MANAGER

Alicia Jenkins
573-751-6793
Alicia.Jenkins@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS

[Attachment G: Local Children's Division and Head Start Collaborations](#)

FORMS AND INSTRUCTIONS

[Head Start Referral Form CD-200](#)

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE

N/A

ADMINISTRATIVE RULE

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS

PA-AM 4; PA-CPS 2; PA-CPS 8.02; PA-KC 9.03

CHILD AND FAMILY SERVICES REVIEW (CFSR)

PIP Item 3.5.(b)

PROTECTIVE FACTORS

Parental Resilience -Yes
Social Connections -Yes
Knowledge of Parenting and Child Development -Yes
Concrete Support in Times of Need -Yes
Social and Emotional Competence of Children -Yes

FACES REQUIREMENTS

N/A