

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 13, 2016

M E M O R A N D U M

**What's Inside:**  
Foster Youth  
Records and  
Reports for  
Resource Parents

TO: REGIONAL EXECUTIVE, CIRCUIT MANAGERS, PROGRAM MANAGERS AND SUPERVISORS  
FROM: TIM DECKER, DIRECTOR  
SUBJECT: FOSTER YOUTH RECORDS AND REPORTS FOR RESOURCE PARENTS

DISCUSSION:

The [Rules for Licensing of Foster Family Homes](#) require the Children's Division to develop a record on each foster youth and provide it to the resource parents at the time of placement. The description of the child should include the child's strengths and his/her endearing qualities, not simply problem identification, as this is intended to help inform resource parents of the full picture of the child. Information to include in the description includes but is not limited to: social, academic, behavior accomplishments; successes; positive family interaction; sibling support; helpfulness; respectful attitudes; politeness; creativity; and healthy self-image.

As additional information is available (i.e. court reports), it is to be given to the resource parent. This record is to be maintained throughout the placement and follows the foster youth throughout their time in alternative care.

The resource parent is not to keep a copy of the record once the child has moved or has left their home. The record is returned to the local office when the child is released from jurisdiction of the division. The documents in the file are placed in the foster youth's file at the local office.

Contents of the record should include:

- Foster youth's name, birth date, date of placement, county of original jurisdiction, placement county, case manager's name and telephone number and an after-hours telephone number for the case manager.
- Full name and address of the biological and/or legal parent(s) and other interested and responsible relatives where appropriate.
- All medical and dental information, including but not limited to diseases, surgical history, allergies, immunizations, psychosocial history and mental health history.

- In addition, the regulation requires the foster youth's school records, rewards, pictures, church records, or any special items that will help to document the child's background.

The foster youth's worker shall provide this record to resource parents and potential adoptive parents.

The record shall accurately describe all pertinent information including but not limited to full disclosure of all medical, psychological, and psychiatric conditions of the child. It should also include information from previous placements that would indicate that the child(ren) may have a propensity to cause violence to any member of the resource family home.

The resource parents shall be provided with any information regarding the child or child's family, including but not limited to the case plan, any family history of mental or physical illness, sexual abuse of the child or sexual abuse perpetrated by the child, criminal background of the child or the child's family, fire-setting or other destructive behavior by the child, substance abuse by the child or child's family, or any other information which is pertinent to the care and needs of the child and to protect the foster or adoptive family, per Section 210.566, RSMo.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Elizabeth Tattershall 573-522-1191 <a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Amy Martin 573-751-3171 <a href="mailto:Amy.L.Martin@dss.mo.gov">Amy.L.Martin@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> <a href="#">Roles and Responsibilities of the Children's Service Worker 1.1.5</a> <a href="#">Resource Development Worker Responsibilities 6.13.1</a>	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">Creating a Life book 4.6.A</a> <a href="#">Memo CD12-88</a> <a href="#">Matching the Child's Needs to the Placement 4.4.5</a> <a href="#">Responsibilities of the Resource Provider 1.3.3</a> <a href="#">Out-of-Home Placement Support Activities 4.6.1</a>	
<b>RELATED STATUTE</b> <a href="#">Foster Parent Bill of Rights, 210.566</a>	

<b>ADMINISTRATIVE RULE</b> <a href="#">Licensing of Foster Family Homes, Records and Reports, 13 CSR 35-60.060</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