

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

FEBRUARY 23, 2017

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: TRANSFER OF SUBSIDY RECORDS

DISCUSSION:

The purpose of this memorandum is to clarify what is required to be contained in an adoption or legal guardianship record prior to transfer. Further, it will introduce staff to:

- Section 5 Chapter 3 Subsection 11: Alternative Case Transfer to Subsidy/Subsequent Case Transfer
- CD-240 Initial Guardianship Transfer Summary
- CD-241 Guardianship Subsidy File Transfer Checklist
- CD-242 Initial Adoption Transfer Summary
- CD-243 Adoption Subsidy File Transfer Checklist forms

This revision is a result of a Continuous Quality Improvement (CQI) request to streamline the transfer of cases from AC to adoption or guardianship in a timely manner as well as subsequent transfers from county to county for ongoing case management.

When a case transfers from Children's Division alternative care or Foster Care Case Management (FCCM) to adoption or guardianship subsidy staff, the case must be transferred within thirty (30) working days after receiving the adoption decree and/or release of jurisdiction or award of legal guardianship.

For existing subsidy cases, if there is a residence county change, management transfers the file to the residence county subsidy worker within ten (10) working days of the family notifying the current worker. The subsidy agreement must be complete and approved prior to transfer.

Information on documents contained in the transfer file may be found in Section 5 Chapter 1.1.14: Adoption/Guardianship Subsidy File.

Adoption and Guardianship Subsidy File Transfer Checklists were developed to assist staff and assure all documents are included in the file prior to transfer from the

Alternative Care Unit to the Subsidy Unit or FCCM to the Subsidy Unit. Items on the list are mandatory; however the form itself is optional.

The Initial Adoption Transfer Summary and Initial Guardianship Transfer Summary forms are mandatory and should provide a summary of the child's plan for adoption/guardianship, including information regarding:

- the relationship of the guardian
- the adoption staffing
- visitation plan between siblings
- how the child was prepared for adoption
- last home visit
- the date the pre-adopt family reviewed the record
- current or future services for the child/guardian
- the child's needs
- summary of the biological parents mental and physical health

This process and forms were created with the help of the Adoption and Recruitment Training and Support (ARTS) group, made up of field staff, from across the state, who meet quarterly. Staff should begin using the forms as of the date of this memo.

NECESSARY ACTION	
<ol style="list-style-type: none"> 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 Sarah Bashore 573-751-0311 Sarah.Bashore@dss.mo.gov	MANAGER CONTACT Amy Martin 573-526-8040 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
Section 4 Chapter 28: Selecting Adoptive Families	
Section 4 Chapter 28 Subsection 6: Activities Following Selection	
Section 5 Chapter 1 Subsection 1: Documentation and Record Maintenance	
Section 5 Chapter 3 Subsection 11: Alternative Case Transfer to Subsidy/Subsequent Case Transfer (NEW!)	
Section 5 Chapter 3 Index: Case Record Transfer Procedures	
FORMS AND INSTRUCTIONS	
CD-240 Initial Guardianship Transfer Summary	
CD-241 Guardianship Subsidy File Transfer Checklist	
CD-242 Initial Adoption Transfer Summary	
CD-243 Adoption Subsidy File Transfer Checklist	
REFERENCE DOCUMENTS AND RESOURCES	
N/A	
RELATED STATUTE	
N/A	