

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

MAY 18, 2018

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: Child Welfare Manual Revision Project

DISCUSSION:

The purpose of this memorandum is to introduce an ongoing project to revise the organization and structure of the Child Welfare Policy Manual. The project is twofold; to reorganize the structure of the policy manual and to incorporate into the policy manual the Children's Division practice model for child welfare practice in Missouri. The scope of this project is such that revisions will be introduced over a period of several months.

The first revision is the movement of three chapters out of **Section 4 - Out-of-Home Care** and into **Section 6 - Resource Development**. There are no changes to the content of these three chapters. Their location and chapter numbers are changing;

Section 4 Chapter 12, Relative Foster Care is now [Section 6 Chapter 16](#)
 Section 4 Chapter 15, Medical Foster Care, is now [Section 6 Chapter 17](#)
 Section 4 Chapter 17, Respite, is now [Section 6 Chapter 18](#)

In addition to moving the 3 chapters, there is a new section placed in the manual; [Section 9 - Legal Support](#). This new section provides links to Missouri regulations and statutes as well as federal statutes which support Children's Division policy and practice.

NECESSARY ACTION

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 Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	MANAGER CONTACT Amy Martin 573-526-8040 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS As identified within the memo	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	