

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 26, 2007

MEMORANDUM**What's Inside:**

- Introduction of Notification of Resource Home Adverse Action Letter (CS-20a)

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: NOTIFICATION OF RESOURCE HOME ADVERSE ACTION LETTER (CS-20A)

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to introduce the Notification of Resource Home Adverse Action Letter, the CS-20a and the title change for the CS-20. The CS-20 is being changed from the Foster/Relative Home Action Report to the Resource Home Adverse Action Report. This change is to better reflect the purpose of this form which is to make recommendations for adverse actions to any of our resource family homes – foster, relative, kinship and adoptive.

The Notification of Resource Home Adverse Action letter is to be utilized when such an action is being recommended to a licensed or approved home or to an application for resource home licensure or adoptive home approval. An adverse action would be any denial, involuntary suspension or revocation of a resource home license, adoptive home approval, or application for licensure or approval. The Notification of Resource Home Adverse Action letter was developed to provide a consistent means of notifying an applicant or resource provider of the adverse action recommended and the appeal process available to them.

Staff are to begin using the new CS-20a effective with the date of this memorandum. The letter is available online at <http://www.dss.mo.gov/cd/info/forms/index.htm>. A copy should be retained in the provider's files in the Correspondence Section.

Resource family closed files are to be maintained ten (10) years from the date of last closing; withdrawn applications shall also be kept for 10 years from date of withdrawal. However, resource home revocation and denial information will be retained at the local level indefinitely. This is necessary to support any decisions we have made that come into question at a later date through sources such as the Family Care Safety Registry (FCSR). This information will be kept in the Administrative Section of the licensing

record until the record is due for expungement. At that time, CS-20, CS-20a and any supporting documentation will be placed in a separate administrative file which is to be maintained in the local office indefinitely.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. Review this memorandum with all licensed foster/relative/kinship care providers.
3. Review revised Child Welfare Manual chapters as indicated below.
4. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

Stefanie Wickers
573-751-1354
Stefanie.D.Wickers@dss.mo.gov

DEPUTY DIRECTOR:

Bonnie Washeck
573-751-8927
Bonnie.R.Washeck@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

Section 5 Chapter 4 [Record Retention and Expungement](#)
Section 6 Chapter 2 [Resource Provider Training - STARS](#)
Section 6 Chapter 3 [Resource Family Assessment and Licensing Process](#)
Section 6 Chapter 7 [Children's Services Appeal Process](#)

FORMS AND INSTRUCTIONS:

CS-20a and Instructions
CS-20 and Instructions

REFERENCE DOCUMENTS and RESOURCES:

N/A

RELATED STATUTE:

N/A

ADMINISTRATIVE RULE:

[13 CSR 35-60.010 Family Homes Offering Foster Care](#)

COUNCIL ON ACCREDITATION (COA) STANDARDS:

[S21.9.03](#) (Employee Access Only)