

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 3, 2010

MEMORANDUM

**What's Inside:**  
Requirements for  
Older Youth and  
Families in the  
FST Process

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: ACCOMMODATING OLDER YOUTH AND FAMILIES IN THE  
FAMILY SUPPORT TEAM MEETING PROCESS

DISCUSSION:

The purpose of this memorandum is to clarify the expectation that youth 13 and over attend their Family Support Team (FST) Meetings. All youth 13 and over should attend their FST meetings unless the worker and supervisor agree that there is a valid reason why the youth cannot attend the meeting. The fact that a youth has school is not a valid reason for missing the meeting as FSTs should be scheduled around school hours, when possible. If it is not possible to schedule the meeting around school hours, the worker should ensure that the youth is not consistently missing the same class to attend the FST meeting. In addition, [House Bill 154](#) states that students may not be penalized for absences resulting from required court appearances and court-related activities, which would include FSTs.

FSTs should be scheduled at a time and location that is convenient to the youth and family. They are vital members of the team and should be present at all FSTs unless they refuse to participate. If possible, all FST members should be accommodated, with the understanding that not all FST members will be able to attend every meeting.

A child under the age of 13 may participate in the FST with approval from the supervisor. The supervisor should consider whether the child is able to understand the circumstances of the out-of-home placement when making the decision for a child under the age of 13 to participate in the meeting.

The Child Welfare Manual has been updated to reflect the changes. The provisions outlined in this memorandum are effective as of today's date.

**NECESSARY ACTION:**

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.

<p>3. All questions should be cleared through normal supervisory channels and directed to:</p>	
<p><b>PDS CONTACT:</b> Christy Collins (573) 751-9603 <a href="mailto:Christy.Collins@dss.mo.gov">Christy.Collins@dss.mo.gov</a></p>	<p><b>PROGRAM MANAGER:</b> Dena Driver (573) 751-3171 <a href="mailto:Dena.Driver@dss.mo.gov">Dena.Driver@dss.mo.gov</a></p>
<p><b>CHILD WELFARE MANUAL REVISIONS:</b> Section 4 Chapter 3.1.3 <a href="#">Initial Parental Involvement - First 24 Hours</a> Section 4 Chapter 7.2.1 <a href="#">Composition of the Family Support Team</a> Section 4 Chapter 9.6 <a href="#">Operation of the Family Support Team (FST)/Permanency Planning Review Team (PPRT) Meeting</a></p>	
<p><b>FORMS AND INSTRUCTIONS</b> N/A</p>	
<p><b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A</p>	
<p><b>RELATED STATUTE</b> N/A</p>	
<p><b>ADMINISTRATIVE RULE</b> N/A</p>	
<p><b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A</p>	
<p><b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A</p>	
<p><b>PROTECTIVE FACTORS</b> Parental Resilience-N/A Social Connections-N/A Knowledge of Parenting and Child Development-N/A Concrete Support in Times of Need-N/A Social and Emotional Competence of Children-N/A</p>	
<p><b>FACES REQUIREMENTS</b> N/A</p>	