

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 22, 2019

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: DAVID B. KURT, DIRECTOR
SUBJECT: Revision of Travel Expense Log for Children in Foster Care, CD-106

DISCUSSION:

In response to the Continuous Quality Improvement process, policy regarding the reimbursement of mileage to resource parents for specific transportation of foster youth and resource parent training has been revised.

Effective with this memo, the requirement to deduct the first 10 miles of travel for allowable transportation, as described in section 4 Chapter 11 Attachment C of the Child Welfare Manual, is discontinued. In addition, the requirement to attach supporting documentation for the "other allowable transportation" is discontinued. The Travel Expense Log for Children in Foster Care, CD-106, is revised to reflect the policy change. This payment is processed through FACES.

The requirement to deduct the first 10 miles of travel for a resource parent's trip to attend training is also discontinued. The reimbursement for training travel is generated through SAM II.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. Review revised Child Welfare Forms as indicated below.
4. 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.Marting@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Financial Support Planning, Special Expenses Payment 4.11.C Pre-service Training and STARS Competencies, 6.2.4 In-service Training, 6.2.5	
FORMS AND INSTRUCTIONS Travel Expense Log for Children in Foster Care, CD-106	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	