

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 26, 2019

## M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: DAVID KURT, DIRECTOR

SUBJECT: Statewide TPR referral form and court Roles & Responsibilities document

## DISCUSSION:

The purpose of this memorandum is to introduce staff to two new resources for the court process.

The first resource is the **updated TPR referral form** for statewide use. This form was developed in response to ongoing concerns heard from the field about inconsistent referral processes between circuits. A multidisciplinary team within Children's Division (including caseworkers and legal staff) reviewed forms used throughout the state and worked together to create one streamlined document. The form was then reviewed and approved by OSCA and the Juvenile Court Improvement Committee. This form will go into effect on March 1, 2019. Revisions to this form may be made on an ongoing, as-needed basis.

- TPR referrals to the Juvenile Office should be made per local protocol.
- TPR referrals to the CD Permanency Attorneys should be made per local protocol.
- TPR referrals to DLS should be made as follows:
  - Jefferson City Office: [DLS.ReferralsJC@dss.mo.gov](mailto:DLS.ReferralsJC@dss.mo.gov)
  - Springfield Office: [DLS.ReferralsSPR@dss.mo.gov](mailto:DLS.ReferralsSPR@dss.mo.gov)
  - Kansas City Office: [DLS.ReferralsIND@dss.mo.gov](mailto:DLS.ReferralsIND@dss.mo.gov)
  - St. Louis Office: [DLS.ReferralsSTL@dss.mo.gov](mailto:DLS.ReferralsSTL@dss.mo.gov)

The second resource is the court **Roles & Responsibilities document**. This is a resource developed jointly by Children's Division, OSCA and the judiciary to help outline each stage of the court process. It aims to provide clarity regarding who should be responsible for certain tasks. We hope this document might help resolve confusion where roles are unclear. This is "a living document." As law and practice change, and as we continuously learn and improve, it will be updated accordingly. For example, it is expected that this document will be updated in the near future to include mandated court processes around residential placement, pursuant to the federal Family First Act.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b>	<b>MANAGER CONTACT</b>
PDS Name	Christy Collins
PDS Number	573-751-9603
PDS E-mail	<a href="mailto:Christy.Collins@dss.mo.gov">Christy.Collins@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b>	
N/A	
<b>FORMS AND INSTRUCTIONS</b>	
<ul style="list-style-type: none"> <li>• Statewide TPR referral form</li> <li>• Roles &amp; Responsibilities document</li> </ul>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b>	
<ul style="list-style-type: none"> <li>• Statewide TPR referral form</li> <li>• Roles &amp; Responsibilities document</li> </ul> <p><a href="http://dssweb/cs/resources_links/roles-and-responsibilities.pdf">http://dssweb/cs/resources_links/roles-and-responsibilities.pdf</a></p>	
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