

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 24, 2019

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: DAVID B. KURT, DIRECTOR

SUBJECT: Successor Guardianship Fingerprints

DISCUSSION:

The purpose of this memorandum is to notify staff effective immediately, CD will assume financial responsibility for fingerprints to be completed on the named "Successor Guardian(s)" in the child's LG agreement. The fingerprints are to be completed at the time the named successor guardian is planning to petition the court to assume the successor guardianship and prior to an LG approval being entered in FACES.

The successor guardian(s) must register with MSHP Missouri Automated Criminal History Site, MACHS, in order to schedule their fingerprinting appointment. They will be provided with the CD26-a authorization letter with an explanation of the registration process. Staff may assist the successor guardian(s) with the registration process in MACHS. See Section 6, Chapter 19, Subsection 1 for further details of the fingerprinting process.

In the event the named successor guardian's fingerprint results indicate they have a felony conviction for one of the crimes which precludes licensure, as listed in the subsequent paragraph, an LG agreement may not be negotiated.

Staff may not approve guardianship subsidy application of any person in which a record check has revealed a felony conviction for child abuse or neglect, spousal abuse, a crime against children (including child pornography), or a crime involving violence, including rape, sexual assault, or homicide, but not including other physical assault or battery determined by a court of competent jurisdiction. Staff may also not approve the application of any person who in the past five years has had a court of competent jurisdiction determine a felony conviction for physical assault, battery, or a drug-related offense. The changes noted above are reflected in the new manual (Section 4, Chapter 9, Subsection 5) with additional language.

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

Vickie Stoneberger
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MANAGER CONTACT

Amy Martin
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CHILD WELFARE MANUAL REVISIONS

Subsidizing an Adoption/Legal Guardianship, Section 4 Chapter 30 Subsection 4 (30.4.2)

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE

N/A