

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 23, 2020

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JOAN ROGERS, INTERIM DIRECTOR

SUBJECT: Central Office Legal Assistance Referral Form, and Mailbox (Non-DLS Litigation)

DISCUSSION:

The purpose of this memorandum is to introduce staff to the new CD referral form for special counsel assignments. This does not change the Division of Legal Services (DLS) referral for individual cases. This form will successfully streamline work assignments to the special counsel team to be tracked. This will improve communication with the person making the referral, and improve response times. The form is available on the CD intranet under e-forms. Special counsel referrals shall be sent to [CDReferrals@dss.mo.gov](mailto:CDReferrals@dss.mo.gov).

Referral Categories:

- Legal advice/opinion about systemic legal issues not related to individual cases
- Statutes, regulations, and reviewing policy
- Legislative proposals and statutory interpretations
- Contract/MOU review, compliance, termination
- Regulation review, and drafting
- Licensing compliance, suspensions, and revocations
- Other support as necessary

**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:

**CONTACT**

Ki-Yonna Davis

[Ki-Yonna.Davis@dss.mo.gov](mailto:Ki-Yonna.Davis@dss.mo.gov)

815-325-5957

**MANAGER CONTACT****CHILD WELFARE MANUAL REVISIONS**

NA

**FORMS AND INSTRUCTIONS**<https://dssintranet.mo.gov/dss-childrens-division/wp-content/uploads/sites/4/2019/11/legal-referral-form.pdf>**REFERENCE DOCUMENTS AND RESOURCES**

NA

