

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

## MEMORANDUM

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JOAN ROGERS, DIRECTOR

SUBJECT: Foster Parent Bill of Rights and Responsibility RSMo 210.566 & Universal Placement Letter

DISCUSSION:

The purpose of this memorandum is to provide direction to staff regarding the Foster Parent Bill of Rights and Responsibilities RSMo 210.566 and to introduce a Universal Placement letter template to be used.

At time of placement, Resource Parents are to be provided a placement letter written on the Universal Placement letter template. Included in the placement letter is a link to the Foster Parent Bill of Rights and Responsibilities, which is to be provided to each family at time of licensure and every renewal thereafter by the licensing worker as well as at the time of every placement of a child/youth in the resource home. By adding the Foster Parent Bill of Rights and Responsibilities link to the placement letter, you are meeting the requirement of law and policy; however, families who do not have access to the internet shall be provided a printed copy of the Foster Parent Bill of Rights at their request.

**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:

<b>PDS CONTACT</b>	<b>MANAGER CONTACT</b>
Melissa Selsor 573-522-1191 <a href="mailto:Melissa.J.Selsor@dss.mo.gov">Melissa.J.Selsor@dss.mo.gov</a>	Amy Martin 573-526-8040 <a href="mailto:Amy.L.Martin@dss.mo.gov">Amy.L.Martin@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> Section 4, Chapter 2, Subsection 2 Section 6, Chapter 13	

**FORMS AND INSTRUCTIONS**

[Universal Placement Letter](#)

**REFERENCE DOCUMENTS AND RESOURCES**

(List or put N/A if not applicable.)

**RELATED STATUTE**

(List or put N/A if not applicable.)