

Practice Alert



Date: 03/03/2021
Issued Children's Division
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Program Specialist, Resource Licensing

PA #: RD-02

Resource Parent Identification Cards

Dear Children's Division Staff,

Per Children's Division policy in the Child Welfare Manual Section 6, Chapter 3, Subsection 1:

Resource Parents are to receive a Resource Parent Identification card during the licensing process. Please see below for the process and ensure your Resource Parents are provided ID Cards. There are some courts that are requiring that Resource Parents come with identification cards so it is very important we follow our policy.

Step 12

Provide a Foster Parent Identification Card. Have the resource provider complete the DSS ID Card Application. Local staff may take a picture of the resource parent with a digital camera or have the licensed resource parent provide an electronic picture in a jpeg file. Local staff submits the application and jpeg file to assigned Central Office clerical (Jean.M.Ortbals@dss.mo.gov) who uploads the information. The card is printed by HRC and returned to the clerical who sends the card to the local office.

If you need the DSS ID Card Application you may email Melissa.J.Selsor@dss.mo.gov.

