

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF  
FROM: JOANIE ROGERS, INTERIM DIRECTOR  
SUBJECT: ADOPTION AND GUARDIANSHIP SUBSIDY RESIDENTIAL REFERRAL FORM

DISCUSSION:

The purpose of this memorandum is to introduce staff to the new Adoption and Guardianship Subsidy Residential Referral (CD-302) form to be used as supporting documentation when submitting an initial subsidy contract, amendment, or attachment that includes a request for residential services.

The Residential Services Unit made a change effective June 15, 2021, that all residential placements for Level 4 and below would not require RCST approval. Approval is still required by Authorized Designee for ASRT approvals in the region. The approval designee will be determined by regions and designee names should be provided to the Residential Service Manager. In an effort to make sure the required information for a thorough review of the contract is provided, this form has been created and will be required as the supporting documentation when submitting a subsidy.

Approval is still required from the Residential Service Manager for above level requests and Child Specific Contracts and must accompany the subsidy contract. There has been no change to this requirement.

The new form and revised subsidy checklist reflecting this change are now available on E-forms. Staff should begin using the CD-302 form for adoption and guardianship subsidy residential referrals as of the date of this memorandum.

**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> Vickie Stoneberger 573-751-0311 <a href="mailto:Vickie.Stoneberger@dss.mo.gov">Vickie.Stoneberger@dss.mo.gov</a>	<b>MANAGER CONTACT</b> 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> <a href="#">9.6.5.3 Residential Care Services</a>	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">Adoption and Guardianship Subsidy Residential Referral (CD-302)</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> (List or put N/A if not applicable.)	
<b>RELATED STATUTE</b> (List or put N/A if not applicable.)	