

## 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: JOAN ROGERS, DIRECTOR

SUBJECT: Placement(s) in a Different Circuit

## DISCUSSION:

The purpose of this memorandum is to address policy around placements of children in different circuits; you may find the changes in [Section 4 Chapter 2 Subsection 2](#) . If the Children's Service Worker or the contracted agency place a child in a different circuit it is vital for the circuit to know so they can offer local services as needed and provide support to the resource family. If a child is placed in a different circuit the Children's Service Worker or Supervisor must obtain permission from the licensing worker/contracted agency in the receiving county prior to placement. The Children's Service Worker or Supervisor shall also ensure that the receiving circuit is notified of the placement by emailing the circuit's courtesy email box within 24 hours of the placement. Circuit courtesy email box addresses can be found at the following link [Courtesy Email Box Addresses](#).

If a child is being placed with a relative, follow the policies in the Out of County Home Assessment located in [Section 6, Chapter 9](#). The Children's Service Worker or Supervisor shall ensure the receiving circuit is notified of the relative placement by emailing the circuit's courtesy email box within 24 hours of the placement and notifying the licensing worker by email or phone.

If the child is being placed after hours, and permission cannot be obtained, the Children's Service Worker or Supervisor shall ensure that the receiving circuit is notified by emailing the circuit's courtesy email box within 24 hours of placement and notifying the licensing worker by email or phone.

**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**

Melissa Selsor  
573-522-1191  
[Melissa.J.Selsor@dss.mo.gov](mailto:Melissa.J.Selsor@dss.mo.gov)

**MANAGER CONTACT**

Amy Martin  
573-526-8040  
[Amy.L.Martin@dss.mo.gov](mailto:Amy.L.Martin@dss.mo.gov)

**CHILD WELFARE MANUAL REVISIONS**

Section 4, Chapter 2, Subsection 2  
Section 6, Chapter 9

**FORMS AND INSTRUCTIONS****REFERENCE DOCUMENTS AND RESOURCES**

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

**RELATED STATUTE**

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