

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: DARRELL MISSEY, DIRECTOR  
SUBJECT: REVISIONS TO THE MISSING CHILD POLICY

DISCUSSION:

The purpose of this memorandum is to inform staff that the Children's Division policy for missing youth has been modified. This memorandum also introduces the Missing Youth Protocol flowchart and the Missing Youth Status Report (CD-308). Child Welfare Manual Section 4, Chapter 4, Section 8 has been modified to reflect these changes.

For general purposes, a foster child is considered to be missing or on run status as soon as their physical whereabouts are unknown to CD or their physical custodian. A foster child is under the care and custody of CD and responsibility therefore lies with the CD case manager, contracted service workers, and the resource provider to ensure the safety and well-being.

The Missing Youth Protocol flowchart is a quick reference sheet, based on policy, for workers, and the Central Office point person involved in keeping data on missing youth. The Missing Youth Status Report (CD-308) will be completed to track milestones at the beginning of, and throughout, the time a youth is missing.

The ability to add detail to a RUN placement has been added to FACES. Now, when the worker selects a placement type of RUN-Runaway, the worker is to select a placement detail. The detail includes; Unknown, Known, or Abducted. If a child's physical location is known, the worker will then be required to input the physical address of the child. These changes must be completed with in 24 hours of the Child's departure from their placement.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b>	<b>MANAGER CONTACT</b>
Jessica Woodruff <a href="mailto:Jessica.Woodruff@dss.mo.gov">Jessica.Woodruff@dss.mo.gov</a>	Kate Watson <a href="mailto:Kate.Watson@dss.mo.gov">Kate.Watson@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b>	
Section 4, Chapter 4 (Working with Children), Subsection 8 – Missing Person Report Procedure	
<b>FORMS AND INSTRUCTIONS</b>	
Missing Youth Status Report (CD-308) Missing Youth Status Report Instructions Missing Youth Protocol Reference Sheet	
<b>REFERENCE DOCUMENTS AND RESOURCES</b>	
NA	
<b>RELATED STATUTE</b>	
NA	