

Practice Alert



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PA22-LG-01

Issued by: Ki-Yonna Davis, Special Counsel Legal Assistant

CD Referral Mailbox

This practice alert is being issued to remind staff to send policy/procedure questions to the CD Referrals mailbox using the CD Central Office Legal Assistance Referral, which can be accessed at <https://dssintranet.mo.gov/dss-childrens-division/wp-content/uploads/sites/4/2019/11/legal-referral-form.pdf> and on the CD Intranet under e-forms. This process is separate from, and does not replace, the existing Division of Legal Services (DLS) litigation referral process and form.

We are aware that there was not proper support for this process in the past. Moving forward, we will be working to keep a point person in place in order to streamline work assignments to the special counsel team to be tracked, improve communication with the person making the referral, and improve response times. Special counsel referrals shall be sent to CDReferrals@dss.mo.gov. If you need legal support or advice in an individual case, such as determining legal sufficiency in a prospective termination of parental rights case or an attorney to help advocate for the agency's position, you likely need to make a referral to the appropriate litigation office rather than Special Counsel.

Referral Categories:

- Legal advice/opinions about systemic legal issues not related to individual cases.
- Statutes, regulations, and reviewing policy
- Legislative proposals and statutory interpretations
- Contract/MOU review, compliance and termination
- Regulation review, and drafting
- Licensing compliance, suspensions and revocations
- Other support as necessary

The original memo can be accessed at: [CD20-53.pdf \(mo.gov\)](#)

- ❖ ALL Significantly Delayed Preponderance of Evidence (POE) Investigations are to be sent to DCPOEREFERRALS mailbox at CD195DC@DSS.MO.GOV

