

Memorandum

CDP26-01

DATE: April 17, 2026

EXPIRATION DATE: July 15, 2026

TO: Children's Division and Foster Care Case Management

FROM: Sara Smith, Children's Division Director

SUBJECT: **Extended Expiration Date for Independent Living Arrangement – OYTS to Enter Approval in FACES**

OVERVIEW:

The expiration date for the CD26-01 Policy Memo *Independent Living Arrangement – OYTS to Enter Approval in FACES*, is being extended another three months, and will set to expire July 15, 2026.

Children's Division has undergone a FACES modification regarding Independent Living Arrangement (ILA) approvals. In FACES, the Older Youth Transition Specialist (OYTS) and OY Program Coordinator will now act as the final approvers for youth and case managers requesting ILA placement.

This policy memo went into effect January 6, 2026 and expires July 15, 2026. This memo will be rescinded (or extended) on the expiration date, July 15, 2026, to allow time for comprehensive policy revisions to be made to **CWM 4.5.5 Independent Living Arrangement**. Policy revisions are currently in development and going through the policy review process.

CD Circuit Managers and FCCM Directors will continue to review ILA requests for approval. Following local approval by CD Circuit Managers or FCCM Directors, the requests will be submitted to the OYTS for modifying the FACES coding to an approved ILA code. The following policy language is changing, effective immediately.

Effective with the issuing date of this policy memo, the Child Welfare Manual, **CWM 4.5.5 Independent Living Arrangement Placement Review Process**, language will change from: *"After reviewing, the CM/PM will indicate whether the placement constitutes and ILA per the criteria in the Child Welfare Policy Manual. A decision as to whether the placement meets ILA criteria should be determined within 30 days after the checklist is initially received."*

And the language is replaced with:

"Within five (5) business days of receipt, the Circuit Manager or FCCM Program Director will review documents to ensure the placement meets criteria for an ILA and provides a recommendation of approval or denial. The checklist and plan are then uploaded to OnBase, and a copy is provided to the regional Older Youth Transition Specialist (OYTS) upon approval. The OYTS or Older Youth Program Coordinator is responsible for final approval

or denial of the ILA Placement. Once approved, the OYTS enters the ILA placement in the system of record (FACES) and the monthly maintenance fee will be provided.”

For questions or concerns, please contact:

Rene’ Brinkman, Older Youth Unit Manager, at Rene.Brinkman@dss.mo.gov

Kate Watson, Deputy Director, at Kate.Watson@dss.mo.gov

CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:

Full policy revisions for [CWM 4.5.5 Independent Living Arrangement](#) are anticipated to release on July 15, 2026.

NECESSARY ACTION:

- 1. Review this memorandum with all Children’s Division and Foster Care Case Management team members.*
- 2. Review Child Welfare Manual chapters and forms as indicated above.*