

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 17, 2023

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: DARRELL MISSEY, DIRECTOR

SUBJECT: SCHOOL LIAISON NOTIFICATION LETTER (CD-314)

DISCUSSION:

The purpose of this memo is to alert staff of the addition of the School Liaison Notification Letter (CD-314) to e-forms. Section 210.145, RSMo., requires the superintendent of each school district to designate a public school district liaison, who will be considered a member of the multidisciplinary team (MDT). When the victim of an Investigation is enrolled in school, the school liaison **must** be notified of the Investigation. Should the victim child attend a non-public school, the principal shall be notified in lieu of a school liaison.

The School Liaison Notification Letter (CD-314) is to be sent at the beginning of an investigation to the designated school liaison. Staff may share appropriate information that would be helpful to the school in their interactions with the child, i.e., information regarding the investigative outcome, the treatment plan, and progress of the family on an as needed basis.

Staff may also contact the school district school liaison verbally, but staff must document that contact in FACES. Distribution of the School Liaison Notification Letter must also be documented in FACES.

<p>NECESSARY ACTION</p> <ol style="list-style-type: none"> 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:
--

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 Cari Pointer Cari.A.Pointer@dss.mo.gov	MANAGER CONTACT <u>Kara Wilcox</u> Kara.B.Wilcox@dss.mo.gov
POLICY: https://dssmanuals.mo.gov/child-welfare-manual/section-2-chapter-5-child-abuse-and-neglect-reports-subsection-3-investigations/#School	
FORMS AND INSTRUCTIONS CD-314 on EForms	
REFERENCE DOCUMENTS AND RESOURCES	
RELATED STATUTE	