

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 23, 2023

**M E M O R A N D U M**

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: DARRELL MISSEY, DIRECTOR

SUBJECT: CWM structure change to Section 4, Chapter 4 (Working with Children), Subsection 8 (Missing Person Report Procedure)

DISCUSSION:

[SB 186](#) modifies Missouri statute sections 43.400 RSMo, 43.401 RSMo & 210.795 RSMo. These changes go into effect August 28<sup>th</sup>, 2023.

Memo CD23-23 details the statutory changes.

Section 4, Chapter 4, Subsection 8 of the Child Welfare Manual has been updated to reflect the new requirements.

Revisions have been made to the CD-308 Missing Youth Notification form, CD-308 instructions and the Missing Youth Protocol Flowchart.

<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> Jenorey Wood <a href="mailto:Jenorey.Wood@dss.mo.gov">Jenorey.Wood@dss.mo.gov</a>	<b>MANAGER CONTACT</b> Heather Ford <a href="mailto:Heather.D.Ford@dss.mo.gov">Heather.D.Ford@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b>	
<p>Effective Date: 8-28-23                  Section 4, Chapter 4 (Working with Children) – Overview</p>	

**4.8 – Missing Person Report Procedure**

- 4.8.1 Understanding Missing Youth with a Trauma Based Focus
- 4.8.2 Definitions
- 4.8.3 Missing Youth Protocol
- 4.8.4 Youth in Known but Unapproved Placements
- 4.8.5 Return or Recovery of a Missing Youth
- 4.8.6 Failure to Locate a Youth
- 4.8.7 Missing Child/Youth Not in Children’s Division Custody

**FORMS AND INSTRUCTIONS (NEEDS HYPERLINK)**

- [CD-308 Missing Youth Notification](#)
- [CD-308 Missing Youth Notification Instructions](#)
- [Missing Youth Protocol Flowchart](#)

**REFERENCE DOCUMENTS AND RESOURCES**

- [SB 186](#)

**RELATED STATUTE**

- [43.400 RSMo](#), [43.401 RSMo](#) & [210.795 RSMo](#)