

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 22, 2023

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF  
FROM: DARRELL MISSEY, DIRECTOR  
SUBJECT: Subsidized Special Expense Approval Form for Adoption/Guardianship (CD-315)

DISCUSSION:

The purpose of this memorandum is to introduce staff to the new Subsidized Special Expense Approval Form for Adoption/Guardianship (CD-315) required to use as supporting documentation and approval when submitting an initial subsidy contract, amendment, or attachment that includes a request for subsidized special expenses.

The official start date to use this form is September 1, 2023, however, we would encourage you to begin using it immediately. Subsidies will be returned after September 1, 2023 if CD-315 is not included.

When a special expense, services that are above the basic subsidy package, or out of the ordinary circumstances is requested, additional approval from the Regional Director, Circuit Manager, Field Support Manager, or Central Office may be required that warrant review and approval. A request for approval with supporting documentation and a CD-315 will then be submitted to Circuit Manager, Field Support Manager or Regional Director as determined by your region and, when required, Central Office as designated below for a review and determination based on policy and regulations. Once all required approval signatures are obtained, submit completed and signed form with the subsidy to your regional subsidy liaison.

Examples of cases that would require only local leadership approval (Regional Director, Circuit Manager, or Field Support Manager) approval and documentation are below but the requirement is not limited to just those listed:

- 18+ agreement for medical, mental health or dental need
- Retroactive extensions of services that have expired. (Exemptions are Legal and ASRT or SMAS extensions after the initial approval is expired)
- Additional respite hours over the maximum allowed
- Personal Assistance-Behavioral; Consult CTS contract
- Personal Assistance-Medical; Consult CTS contract

- Personal Care Assistant/one on one
- Day Treatment; Consult CTS contract
- Medical equipment under \$10,000

Examples of cases that would require Central Office approval and documentation along with the regional approval are below but the requirement is not limited to just those listed:

- Initial SMAS approvals with a retroactive start date
- State funds subsidy
- Orthodontist
- Legal over the cap amount
- Medical equipment \$10,000 or over
- Other (i.e. services not covered by Medicaid)

The changes noted above will be reflected in the Child Welfare Manual Section 4, Chapter 9, Subsection 6 (9.6.5) and (9.6.6.1)

<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> Vickie Stoneberger 573-751-0311 <a href="mailto:Vickie.Stoneberger@dss.mo.gov">Vickie.Stoneberger@dss.mo.gov</a>	<b>MANAGER CONTACT</b> Lauren Masterson 573-576-2130 <a href="mailto:Lauren.Masterson@dss.mo.gov">Lauren.Masterson@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> 9.6.5 Additional Subsidy Services 9.6.6.1 Negotiating a New 18 and above Adoption Subsidy Agreement	
<b>FORMS AND INSTRUCTIONS</b> Subsidized Special Expense Approval Form for Adoption/Guardianship (CD-315)	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> (List or put N/A if not applicable.)	
<b>RELATED STATUTE</b> (List or put N/A if not applicable.)	