

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 28, 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 and policy update to Section 4, Chapter 10, Subsection 2 (Diligent Search and Placement Guidance)

DISCUSSION:

SB 186 modifies Missouri statute sections 210.305 RSMo & 210.565 RSMo. These changes go into effect on August 28<sup>th</sup>, 2023.

Memo CD23-23 details the statutory changes.

Section 4, Chapter 10, Subsection 2 of the Child Welfare has been updated to reflect the new requirements.

Revisions have been made to the CD-203 Relative Notification letter.

The release of this memo archives:  
 Memos CD06-75, CD10-55, CD13-15 and CD20-23.  
 Practice Alerts PA18-CM-02, PA20-RD-01 and PP08-RD-04.

<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> Crystal Wenger <a href="mailto:crystal.d.wenger@dss.mo.gov">crystal.d.wenger@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>

**CHILD WELFARE MANUAL REVISIONS**

**Section 4, Chapter 10 (Case Management Activities) – Overview**

Effective Date: 8-28-23

**10.2 – Diligent Search and Placement Guidance**

10.2.1 Diligent Search for Placement

*10.2.1 Attachment A: Diligent Search Activities*

10.2.2 Notifying Relatives

10.2.3 Documentation and Notice to the Court

10.2.4 Making a Placement Decision

10.2.4.1 Emergency Placements

10.2.4.2 Placement Preference

**FORMS AND INSTRUCTIONS**

[CD-203 Relative Notification letter](#)

**REFERENCE DOCUMENTS AND RESOURCES**

[SB 186](#)

**RELATED STATUTE**

[210.305 RSMo](#) & [210.565 RSMo](#)