

DEPARTMENT OF SOCIAL SERVICES
 CHILDREN’S DIVISION
 P. O. BOX 88
 JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN’S DIVISION AND CONTRACTED STAFF
 FROM: DARRELL MISSEY, DIRECTOR
 SUBJECT: Parenting Time Plan Form – Optional Tool

DISCUSSION:

The purpose of this memo is to introduce staff to the Parenting Time Plan Form now located on employee access e-forms.

This tool was created at the request of field staff and is an optional tool designed to assist staff with guidelines to support parenting time with families.

This form does not replace what is required to be entered into FACES.

When used, the completed form should be given to parents and a copy uploaded into the electronic case file.

NECESSARY ACTION	
<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: 	
PDS CONTACT Crystal Wenger Crystal.D.Wenger@dss.mo.gov	MANAGER CONTACT Heather Ford Heather.D.Ford@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS Parenting Time Plan Form Parenting Time Plan Form Instructions	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	