

# Practice Alert



Date: 09/27/2024  
Issued by: Children's Division  
Melissa Selsor, MPA, PMP  
Program Specialist, Resource Licensing

PA24-RD-02

## Out of County/Circuit Placements

The purpose of this practice alert is to highlight policy requirements when placing a child in a different county/circuit (CWM 4.2.2 Initial Placement Activities). Central office has been made aware of several statewide instances where children have been placed in foster homes, but the resource development worker and/or supervisor have not been notified and/or were not provided with the correct paperwork. Below is the policy for out of county/circuit placements and tips to support safe and successful placements.

### Placement of a Child in a Different Circuit

If the child is placed in a different circuit the Children's Service Worker or Supervisor must obtain permission from the licensing worker/contracted agency in the receiving county **prior to placement**. The Children's Service Worker or Supervisor shall also ensure that the receiving circuit is notified of the placement by emailing the circuit's courtesy email box within 24 hours of the placement. Circuit courtesy email box addresses can be found at the following link [Courtesy Email Box Addresses](#).

**If the child is being placed after hours, and permission cannot be obtained, the Children's Service Worker or Supervisor shall ensure that the receiving circuit is notified by emailing the circuit's courtesy email box within 24 hours of placement.**

If the child is being placed with a relative, follow the policies in the Out of County Home Assessment located in [Section 6, Chapter 9](#). The Children's Service Worker or Supervisor shall ensure the receiving circuit is notified of the relative placement by emailing the circuit's courtesy email box within 24 hours of the placement.

At a recent statewide ARTS meeting, resource development teams statewide discussed safety issues related to not receiving notification of placements in licensed foster homes and shared tips to help assist staff who are making placements.

**TIP:** In an effort to support those seeking placement some areas have developed an on-call list of foster homes that can be called in emergencies. This list should be shared within the region.

**TIP:** To better inform staff of placement openings, a few areas send out a weekly listing of homes that are available to their AC and Investigative staff. At the end of the listing are emergency homes and the staff person and phone number of who is on call after hours for that week.

**TIP:** Supervisors review the vendor quarterly log that is on the shared data drive and create a listing of homes for the area to send out to case managers and investigators.

**TIP:** Use the Resource Directory in FACES – this is a way to pull homes from FACES that are available (note: the information in FACES must be correct for this to work properly).

**TIP:** Staff **must** ask about capacity and check FACES to see if the family is on hold prior to making an emergency **placement**. If making an elevated needs placement, staff should consult the licensing worker and ensure the family is approved for that level is best practice.

**TIP:** For after hours if you need to know who is on call the hotline number can let you know.

**TIP:** Create a letter to foster parents that explains the placement process and how to properly handle any calls for placements.

When transferring a case, you will need to submit with the referral a completed CD-174 and a completed CS-45. Also include all preliminary background checks (Case.net, Sex Offender, CAN, date PCX completed, etc.)

If you have any questions about this practice alert please email [Melissa.J.Selsor@dss.mo.gov](mailto:Melissa.J.Selsor@dss.mo.gov).