

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 31, 2025

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: KAYLA UELIGGER, INTERIM DIRECTOR
SUBJECT: FINAL ARRANGEMENTS PLANNING

DISCUSSION:

The purpose of this memo is to introduce Section 8, Chapter 9.2 (Alternative Care Child Fatality Notification and Final Arrangement Planning) of the Child Welfare Manual which outlines the process of notification, documentation and final arrangement planning following the death of a child who:

- is in the legal custody of the Children's Division
- is a child of a youth in alternative care (CYAC)
- is placed in the custody of the Division, does not leave the care of a parent and the legal status is tracked through the Family Centered Services function.

Children's Division has increased its standard contribution for final arrangements (burial, cremation, funeral home services, etc.) from \$1,500 to \$4,500. Additionally, a process has been established to seek approval of the Division Fiscal Liaison if expenses are expected to exceed \$4,500.

Form *CD-312 Final Arrangements Expense Authorization* has been developed to aid in tracking financially contributing sources along with any portion of expense for which Children's Division is responsible, and to obtain appropriate approvals.

The policy update includes:

- Actions to take following the death of a child/youth
- Process of notification
- Final arrangement planning
- Allowable expenses
- Final arrangement expense authorization and payment process
- Documentation requirements
- Staff resources and reference sources

NECESSARY ACTION

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

Section 8, Chapter 9 (Critical Events) Overview updated.

Created Section 8, Chapter 9.2.

9.2 Alternative Care Child Fatality Notification and Final Arrangement Planning

9.2.1 Child Fatality Notification

9.2.2 Final Arrangements

9.2.3 Final Arrangement Expense Authorization (CD-312)

9.2.4 Final Arrangements Approval and Payment process

9.2.5 Resources and Supporting Information

4.4.3 Medical and Behavioral Health Planning

Change: (First paragraph) removed reference to the death of a child in the legal custody of the Children's Division.

4.4.3.11 Life Support/Sustaining Therapies

Change: Added reference to Section 8, Chapter 9.2 (Alternative Care Child Fatality Notification and Final Arrangement Planning).

4.4.3.12 Death of a Child in Out-of-Home Care

Change: section deleted

4.11.5 Critical Event Response

Change: section deleted

4.11.6 Service Worker Request

Change: Renumbered chapter to 4.11.5 due to deletion of the previous chapter

FORMS AND INSTRUCTIONS

[CD-312: Final Arrangements Expense Authorization](#)

[Payment Request Form](#)

[Vendor Input/ACH-EFT Application \(MO3001489\)](#)

REFERENCE DOCUMENTS AND RESOURCES

Section 5, Chapter 4 (Record Access)

Section 8, Chapter 9.1 (Fatality/Critical Event Reporting and Review Protocol)

RELATED STATUTE

[58.451 RSMo](#) Death to be reported and investigated by coroner, manner of death

[58.452 RSMo](#) Child's death under age eighteen, notice to coroner

[194.119 RSMo](#) Right of Sepulcher

[210.115 RSMo](#) Reports of abuse, neglect, and under age eighteen deaths

[210.565 RSMo](#) Adult Sibling definition

[475.083\(5\) RSMo](#) Termination of guardianship or conservatorship

In Re Exhumation of Body of D.M., 808 S.W.2d 37 (Mo. Ct. S.D. App. 1991)