

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 30, 2025

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: SARA SMITH, DIRECTOR
SUBJECT: Assigning ICPC Referrals in FACES

DISCUSSION:

The purpose of this memorandum is to provide notification of updates to the assignment policy and procedure for Interstate Compact for the Placement of Children (ICPC) referrals.

Once an ICPC referral has been completed in FACES, the referral must be assigned to the ICPC unit as outlined in the directions below. If the referral is not assigned correctly, the referral will not be received or processed by the ICPC unit and will result in delays to the ICPC process.

From the Call/Case Assignment Screen:

- Select "Cole" for the "county"
- Select "ICPC" for the "office"
- Select "Candice Nahler" for the "supervisor"
- Select "LeAnn Schatzer" for the "worker"
- Click the "add" button

All questions or inquiries regarding ICPC referrals should be sent to MO_ICPC@dss.mo.gov.

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:

<p>ICPC Supervisor: Candice Nahler</p> <p>PDS Contact: Monica Sekscinski and Lisa Etter</p>	<p>MANAGER CONTACT:</p> <p>Lauren Masterson</p>
<p>CHILD WELFARE MANUAL REVISIONS</p> <p>Section 4, Chapter 2, Subsection 11.1</p>	
<p>FORMS AND INSTRUCTIONS</p> <p>N/A</p>	
<p>REFERENCE DOCUMENTS AND RESOURCES</p> <p>CD20-07 Interstate Compact Policy and Procedure Changes</p>	
<p>RELATED STATUTE</p> <p>RSMo 210.620 through 210.652 and 210.662</p>	