

# Practice Alert

PA25-RD-06

**ISSUED DATE:** November 14, 2025

**TO:** ☒ Children's Division ☒ Contracted Staff

**FROM:** Sara Smith, Children's Division Director

**SUBJECT:** Vendor Reviews

## OVERVIEW:

The purpose of this practice alert is to notify and assist resource development units in preparing for the upcoming federal Title IV-E Audit in 2026.

In 2024 the State Auditor's Office audited a random sample of resource provider records. This audit consisted of reviewing Family Care Safety Registry results, fingerprint results (viewed electronically), and proof of licensure. While the Division successfully passed the audit, several resource provider records were not initially in compliance and additional support was necessary to obtain required documentation. Specifically, Family Care Safety Registry (FCSR) result letters were missing from a significant number of records.

Missouri is scheduled for a federal Title IV-E Audit in Fall, 2026. The period under review (PUR) is October 1, 2025 through March 26, 2026. All licensed resource providers who receive payments eligible for Title IV-E funding during the PUR will be audited. Additional guidance and direction regarding the IV-E Federal Audit will be shared in the Spring of 2026.

In preparation for the Title IV-E Audit, Children's Division Central Office will be conducting vendor record reviews and providing guidance to resource development units to ensure required documentation is available in resource provider files.

## NECESSARY ACTIONS:

Resource provider records must have all required licensing documentation as outlined in the Child Welfare Manual, Section 5, Chapter 1, Subsection 4. This includes, but not limited to:

- Printed background screening results (FCSR, Sex Offender Registry, Case.net, CA/N and Adam Walsh)
  - Fingerprint results are not to be printed from MACHS and will be viewed electronically.
- Signed Home Assessments;
- Foster Home Licenses;
- Required safety/licensing forms;
- Training information (Notifications, Sign in Sheet and Certifications); and
- Signed Contracts.

Resource Development Supervisors are expected to review all resource provider records prior to approving the applicant for licensure and at the time of a license closing to ensure all required documentation is complete and located in the file.

Central Office will begin resource provider record reviews to assist in preparing for the federal audit. These reviews will include resource providers that are managed by both the Division and the Division's contractors . Files will be selected based on data pulled in preparation for the IVE Audit and will be reviewed using the Vendor Record Review Tool. A copy of the tool will be shared with the worker and supervisor following the review. The licensing worker, supervisor, and circuit manager or agency designee will be notified by email for all resource providers selected for review. The resource provider file must be uploaded to OnBase by the Licensing worker or designee. Instructions for uploading the file to OnBase will be provided with the request.

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<b>CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:</b>	