

Memorandum

CD26-02

ISSUED DATE: January 13, 2026

TO: ☒Children's Division ☒Contracted Staff

FROM: Sara Smith, Children's Division Director

SUBJECT: **Alternative Care Review Board**

RATIONALE:

The Child Welfare Manual Section 6, Chapter 7 regarding the Alternative Care Review Board (ACRB) has been updated to match regulation, provide consistency and reduce confusion about the process. ACRB regulations are located on the [Missouri Secretary of State: Code of State Regulations](#) webpage.

OVERVIEW:

A centralized email address has been created for the submission of ACRB Requests, through the Alternative Care Grievance Review Request (CS-70). The email address: CD.ACRB@dss.mo.gov will be monitored and managed by central office. This centralized inbox was created as a result of feedback received regarding the ACRB procedure and is intended to provide consistency in the submission, assignment, and data regarding ACRBs. Once central office receives a request, the request will be assigned to the appropriate county liaison/designee.

In an effort to address ACRB requests regarding disputed placement changes, please ensure the following practices are followed in accordance with state law and policy:

- Except in emergencies, foster parents shall be given two weeks advance notice and a written statement of the reasons of removal, before a child is removed from their care.
- When requesting removal of a child from their home, foster parents shall give two weeks advance notice, consistent with division policy, to the child's caseworker, except in emergency situations (210.566 RSMo).
- Foster Parents shall be informed in a timely manner by the Children's Division and its contractors of all team meetings and staffing's concerning their licensure status or children placed in their homes, and shall be allowed to participate, consistent with section [210.761](#) (210.566 RSMo).
- An FST/TDM meeting should be held prior to any placement change unless the change is a result of immediate safety concerns. Resource Parent(s) are mandatory participants and should be invited to participate in any FST/TDM regarding a child(ren) placed in their care (Section 6, Chapter 7, Subsection 2).

Within 60 days of the publication of this memo each region will have an Alternative Care Review Board created and ready to accept reviews. Please read the updated policy and send any questions to the PDS contact below.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division and contracted staff.
2. Review revised Child Welfare Manual chapters and forms as indicated below.

PDS CONTACT:

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MANAGER CONTACT:

Name: Lauren Masterson

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DEPUTY DIRECTOR CONTACT:

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NEW/ REVISED CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:

[Section 6, Chapter 7 \(Children's Division's Appeal Processes\), Subsection 2, – \(Alternative Care Review Board \[ACRB\]\)](#)

[Section 6, Chapter 7 \(Children's Division's Appeal Processes\), Subsection 3, – \(Alternative Care Board Grievance Decision Guidelines\) – DSS Manuals](#)

[Section 6, Chapter 7 \(Children's Division's Appeal Processes\), subsection 4, – \(Guidelines for Regional Director/Designee Children's Division's Grievance Letter to the Alternative Care Parent\) – DSS Manuals](#)

[Section 6, Chapter 7 \(Children's Division's Appeal Processes\), Subsection 5, – \(Alternative Care Review Board \[ACRB\] Members\)](#)

[Section 6, Chapter 7 \(Children's Division's Appeal Processes\), Subsection 6, – \(Regional Alternative Care Review Board Summary Outline\) – DSS Manuals](#)

[Alternative Care Grievance Review Request \(CS-70\)](#)