

PA26-AC-04

DATE: April 16, 2026

TO: Children's Division and Foster Care Case Management

FROM: Sara Smith, Children's Division Director

SUBJECT: **Change of Placement – Notice Requirements to Resource Providers and Parents**

OVERVIEW:

As soon as there is an indication of a potential placement disruption, a Placement Planning FST meeting should be held. When the team determines a non-emergency placement change is necessary, the worker must provide the resource family and the parents with a minimum of two (2) weeks' written notice, including the reason for the child's removal. This notice can be accomplished by documenting the placement change rationale and decision in Section 3 of the FST-1 form and providing a copy to the appropriate individuals.

Example of notice: Upon the recommendation of the FST, [child's name] will be transitioning from the care of [resource family name] on [date] as a relative has been located and is requesting placement. The team determined that placement with the relative was in the child's best interest and would support the child's permanency goal.

The two-week notice requirement applies to all non-emergency placement changes and is intended to support placement stability, promote transparency, and allow for appropriate transition planning. During this time, the worker should coordinate necessary activities related to the child's transition, including but not limited to arranging pre-placement visits with the next placement provider, establishing new parent/child or sibling visitation plans, conducting a Best Interest Determination (BID) educational meeting, establishing new healthcare services, and making transportation arrangements.

In situations where immediate removal is necessary due to an imminent safety threat, a court order, or other emergency circumstances, advance notice is not required. However, the worker must provide the resource family and parents with a written explanation of the reasons for removal within five (5) days following the child's removal. This exception is consistent with RSMo 210.566.4 (2), which permits deviation from the advance notice requirement in emergency situations.

If a child is placed with an emergency resource family or a regular resource family where the placement is intended to be for less than two (2) weeks, the worker will complete the Waiver of Two Weeks' Notice (CS-44) and obtain the resource parent's signature. The CS-44 should be uploaded to OnBase.

All activities surrounding the placement of the child must be entered into the electronic case record as soon as possible, but no later than 24 hours after the change occurs.

Adhering to these requirements ensures compliance with policy and statute, supports effective planning for placement changes, and reinforces the partnership between the Children's Division/Contracted Case Management Agencies and resource providers.

For questions or concerns, please contact:

Desiree Gardner, Senior Program Development Specialist, at Desiree.Gardner@dss.mo.gov

Heather Ford, Assistant Deputy Director, at Heather.D.Ford@dss.mo.gov

This Practice Alert remains effective unless the current policy has been rescinded or revised with contradictory guidance.

CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:

[CWM 4.7.6 FST Timeline and Exceptions](#)

[CWM 4.2 Overview \(Subsequent Placements within Children's Division\)](#)

[Foster Parents' Bill of Rights - RSMo 210.566.4. \(2\)](#)

[CD-44 Waiver of Two Weeks' Notice](#)