

PA26-RD-04

DATE: April 8, 2026

TO: Children's Division and Foster Care Case Management

FROM: Sara Smith, Children's Division Director

SUBJECT: **Foster Parent ID Instructions**

OVERVIEW:

This Practice Alert is to notify Children's Division Employees and Contracted Agencies of the changes made to Application for Identification Card (MO 886-3709) Instructions.

While the Application for Identification Card (MO 886-3709) form itself remains unchanged, the instructions for submissions have been updated.

Effective immediately, the completed Application for Identification Card and photo should be sent to DSS.CD.ProviderIDCards@dss.mo.gov for processing.

For questions or concerns, please contact:

Abigail Smith, Program Development Specialist, at Abigail.J.Smith@dss.mo.gov

Melissa Selsor, Program Development Specialist, at Melissa.J.Selsor@dss.mo.gov

Lauren Masterson, Assistant Deputy Director, at Lauren.Masterson@dss.mo.gov

Kate Watson, Deputy Director, at Kate.Watson@dss.mo.gov

CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:

[CWM 6.3.1 Resource Provider Licensing](#)

[Application for Identification Card \(MO 886-3709\)](#)

[Application for Identification Card \(MO 886-3709\) Instructions](#)