

PA26-RD-05

DATE: April 28, 2026

TO: Children's Division and Foster Care Case Management

FROM: Sara Smith, Children's Division Director

SUBJECT: **Prior Authorization Waiver for Subsidized Residential Treatment, CD-302 and Checklist for Subsidy Agreements**

OVERVIEW:

The purpose of this Practice Alert is to inform staff of updates that have been made to the Prior Authorization Waiver (CD-302) and the Checklist for Subsidy Agreements. The CD-302 now includes a section for the Department Designee to indicate the Child Specific Contract (CSC) begin and end dates, highest possible daily rate and the monthly maximum rate. This change has been made to streamline the CSC process and eliminate the need for the Residential Unit to provide the Child Specific Residential Services Placement/Contract Request to the subsidy worker. The subsidy worker will use the monthly maximum indicated on the CD-302 in the subsidy agreement or amendment. When submitting the agreement or amendment to Central Office, the CD-302 will be the only supporting documentation required for the CSC request.

The following changes have been made to the Checklist for Subsidy Agreements:

- ASRT section has been updated to reflect the change in the Child Specific Contract process and what must be submitted to Central Office with the subsidy agreement or amendment.
- NRLG section has been updated to reflect a change in the approval time period. The end date for NRLG will now be the end of the 18th birth month and is no longer limited to a one-year approval. The purpose of this change is to eliminate the need for additional amendments when NRLG expires.

For questions or concerns, please contact:

Stephanie Flowers, Program Development Specialist, at Stephanie.Flowers@dss.mo.gov

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

Kate Watson, Deputy Director, at Kate.Watson@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This Practice Alert remains effective unless the current policy has been rescinded or revised with contradictory guidance.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 4.9.6 Subsidizing an Adoption/Legal Guardianship](#) (CWM 4.9.6.5.3 Residential Treatment Services)

[Prior Authorization Waiver \(CD-302\)](#)

[Checklist for Subsidy Agreements](#)