

PA26-RD-06

**DATE:** May 7, 2026

**TO:** Children's Division

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

**SUBJECT:** **Foster Parent Portal Data Import Instructions**

## OVERVIEW:

The purpose of this practice alert is to notify all resource development workers and supervisors of action steps necessary to ensure existing resource provider data is accurately imported from FACES into the Foster Parent Portal this summer. Completion of these action steps will help to reduce required manual corrections and clean up.

### Adopt Only Approvals

The foster parent portal will not maintain adoption or guardianship approvals for subsidy purposes. DVN's that only have an adoption (AD) or legal guardianship (LG) approval **will not** be included in the data import.

DVN's with the following licensed and approved vendor types will be imported:

- Foster Home (FH)
- Relative Home (RH)
- Unlicensed Relatives (RU) with a pending application
- Respite (RS)
- Foster/Adopt (FA)

To ensure that all resource providers approved for adoption only (not licensed as foster/relative homes) are properly imported, resource development workers and supervisors must enter and approve a Foster/Adopt (FA) approval in FACES no later than **July 1, 2026**. Failure to enter and approve the foster/adopt (FA) vendor type will require the licensing worker to manually upload the vendor file/record into the foster parent portal once the data import is completed.

**Note:** Most resource providers approved for adoption are also licensed/approved to provide relative or foster care. These families do not require any action and will be included in the data import to the foster parent portal. Only families who are not licensed or approved for one of the vendor types above (such as employees who are approved for adoption only) require a foster/adopt approval.

### **Resource Provider Emails**

The foster parent portal will send communication and notifications to resource providers through their email address. Resource development workers should review and ensure completeness and accuracy of resource provider email addresses in FACES prior to **July 1, 2026**.

For questions or concerns, please contact:

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Lauren Masterson, Assistant Deputy Director, at [Lauren.Masterson@dss.mo.gov](mailto:Lauren.Masterson@dss.mo.gov)

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