

PA26-RD-08

DATE: June 26, 2026

TO: Children's Division

FROM: Sara Smith, Children's Division Director

SUBJECT: **FACES Resource Development Data Entry Freeze**

OVERVIEW:

In preparation for the implementation of the Missouri Foster Parent Portal (FPP), Children's Division will be extracting resource provider data from FACES for import into the FPP. This export of data from FACES will take place at the end of the business day on June 30, 2026. Children's Division shall not enter any data into FACES resource development screens beginning July 1, 2026 until the FPP goes live later in July. This data entry freeze will ensure a smooth transition and prevent duplication of entry and data errors.

Data Import Requirements

The following parameters will be used to pull vendor data from FACES for import into the FPP:

- 1) Vendor screen Agency Affiliation is "Children's Division"
- 2) Vendor category is "Individual"
- 3) Vendor address is in "Missouri"
- 4) Vendor has an active license for relative (RH) and foster (FH) care
 - a. License may have a future begin date
 - b. The following statuses will not be imported: blank, withdrawn, expired, denied, revoked.
- 5) Active approvals for respite (RS, RP) and adopt only (FA)
- 6) Pending Applications with a Begin Date less than 1 year old
- 7) Relative Applications
 - a. DVN has placement (any application status)
 - b. DVN has no placement and an application status of pending or approved and the Date Application Received is less than 1 year old.

Instructions

The following instructions are for Children's Division only and **does not include** Foster Care Case Management (FCCM) or Child Placing Agencies (CPA) at this time. A future data export and instructions will be provided to FCCM and CPA agencies at a later date when onboarding to the FPP.

Beginning July 1, 2026, Children's Division shall **not enter data** into FACES Resource Development screens.

The **ONLY exception** is the creation of DVNs and applications for unlicensed relative caregivers who receive emergency placement during this timeframe. Please continue to create DVNs and applications for unlicensed relative caregivers who receive emergency relative placements between July 1, 2026 and when FPP goes live. This is necessary for FACES to generate payment appropriately during the transition.

When the FPP goes live in July, 2026, resource development workers shall begin working in the FPP and enter all licensing contacts, information and documentation into the FPP that was not entered into FACES during the freeze.

For questions or concerns, please contact:

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

CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION: