

Memorandum

CD26-23

DATE: July 30, 2026

TO: Children's Division and Resource Development and Licensing Workers

FROM: Sara Smith, Children's Division Director

SUBJECT: **Annual In-Service Training 2026 (Licensed Resource Provider)**

OVERVIEW:

This memorandum introduces the Joint Settlement Agreement's required annual in-service training entitled "Annual In-Service 2026." The focus of this training is "Non-Medication Mental Health Treatment for Foster Care Youth." The purpose of this memorandum is to remind resource development and licensing workers that all licensed resource providers, both in Missouri and out of state are required to complete the one (1) hour annual in-service training for 2026. Successful completion of the training will require the licensed resource provider to pass the quiz with a score of 80% or more.

Licensed resource providers can locate the training on the [Resources for Professionals & Stakeholders](#) or [Information for Foster Parents](#) training web pages as the Annual In-Service 2026 (F170). After completing the required training, each resource provider must complete the quiz. The resource provider must save and provide a copy of their quiz results for their vendor file.

Annual In-Service 2026 (F170) training must be entered into the Foster Parent Portal for all resource providers managed by Children's Division. The quiz results must be uploaded to documents, and the required training must be added to the "required training" log with the date the training was completed. Resource providers not managed by Children's Division must send a copy of the quiz results to their licensing worker who is responsible for entering the completed training date in the Family and Children Electronic System (FACES) and maintaining a copy of the quiz results in the vendor file.

Licensed resource providers who do not have access to the online training can request a paper copy from Melissa Selsor at Melissa.J.Selsor@dss.mo.gov. The worker will provide the paper version of the training to the resource provider via e-mail or in person. The licensed resource provider will review the training, complete the quiz, place their name and a date on the quiz and return the quiz to the resource development worker who will determine the score. The resource development worker will provide the results to the licensed resource provider and provide credit for successful completion of the course or inform the licensed resource provider that completion of the training was not successful, and they will need to review the training and resubmit a quiz. This training must be completed on or before **December 31, 2026.**

For questions or concerns, please contact:

Larry Smith, Program Specialist, at Larry.K.Smith@dss.mo.gov

Jill Pingel, Health Information Specialist Unit Manager, at Jill.M.Pingel@dss.mo.gov

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

NECESSARY ACTION: *Review this memorandum with all Children’s Division and Foster Care Case Management team members.*