

Memorandum

CDP26-13

DATE: July 13, 2026

TO: Children's Division

FROM: Sara Smith, Children's Division Director

SUBJECT: **Missouri Foster Parent Portal Go Live Instructions**

OVERVIEW:

The purpose of this informational memo is to announce the launch of the Missouri Foster Parent Portal (FPP) and provide temporary guidance and instructions for Children's Division Resource Development Program staff. The Child Welfare Manual will be updated to reflect policy changes when the FPP is expanded statewide to include all Foster Care Case Management (FCCM) and Child Placing Agencies (CPA) later this year.

File Maintenance and Records

As of July 14, 2026, the FPP will be the official system of record for all foster home licensing files for Missouri relative (licensed and unlicensed), foster, adopt-only, and respite providers licensed and maintained by Children's Division. *Subsidy, ICPC records for biological parents and providers licensed by another state will not be maintained in the FPP.*

Resource provider licensing files maintained in the FPP will be indicated as "Binti Managed" in FACES under the "license/approval information" section. All background screenings, licensing visits, training records, required licensing documents, appeals information, and case contacts/narrative will be maintained in the FPP for these providers. The FPP will also be used to recommend and approve/deny applications and licensures.

The statewide automated child welfare information system (FACES) will continue to be the official system of record for foster home application and licensing statuses. The following information will continue to be maintained and accessible in FACES in the Resource Management Functional Area:

- Application Information
- Children's Division Contract
- Resource Parent List
- Resource Service Directory
- Service and Amendment Code Maintenance
- Service Rate
- Vendor
- Vendor Licensure/Approval and Renewal
- Vendor Placement Record

- Vendor Profile (Background checks, licensing visit, resource parent training, vendor household composition, and vendor appeal information will no longer be documented in FACES for “Binti” managed providers)
- Vendor Search

IMPORTANT NOTICE: Staff responsible for creating and assigning a DVN in FACES and entering a relative application as “pursuing licensure” for all placements in an unlicensed home will still enter this information in FACES. The licensing worker will be responsible for connecting the relative vendor file in the FPP to FACES once the licensing process begins.

Retention of Historical Records

Foster home licensing files and records established prior to July 14, 2026 that are located in OnBase or a physical file are not required to be uploaded to the FPP. Any physical or electronic file that has not been uploaded to the FPP must be maintained permanently.

FPP Access and Import Instructions

All Children’s Division employees and FCARS-TC contractors responsible for resource development will be given access to the FPP and will be required to log into the FPP via Single Sign On (SSO) by completing the following steps:

- Go to <http://family.binti.com>
- Select the SSO tab
- Search for Missouri Department of Social Services, and
- Click “Sign In.”

When logging into the FPP the first time, the data dashboards will display alerts and due dates for all resource providers imported from FACES into the FPP. While some FACES data will automatically import, some data will require manual updates prior to a resource provider’s license, renewal or approval in the FPP. The following data will be imported automatically from FACES into the FPP:

- DVN/Vendor Profile demographics
- Contact information (phone number, email, address, etc.)
- Household Composition including other adult household members and children

The following data will not automatically be imported from FACES into the FPP and may require action to be completed in the FPP prior to approving a license, approval and/or renewal for an imported applicant or licensee:

- Upload Professional Family Development and Quarterly Review (CD-118)’s completed prior to July 14, 2026 for the current renewal period.
- Enter and upload required background screening results for the current license or renewal period.
- Enter Required Training

- *Please note: Resource Providers imported into the portal will have training requirements for initial licensure waived. No action is needed. Please do not remove/delete or try to correct the waived training prior to 7/1/2026.*
- Required training for the current license/renewal or approval period documented in FACES prior to FPP implementation may be entered as one training entry. The training should be labeled as “training hours documented in FACES” with the total number of completed hours documented in FACES. This does not apply to CPR/FA and Psychotropic Medication/Informed Consent.
- CPR/FA and Psychotropic Medication/Informed Consent must be entered separately for tracking purposes.
- Application/Renewal approvals due prior to July 14, 2026 that were not entered in FACES due to the data freeze and FPP import ([PA26-RD-08](#)) shall be approved in the FPP with the begin date that all licensing requirements were completed. Prior to approval all required documentation to complete license/renewal/approval in the FPP must be uploaded or waived with documentation that the information is in FACES or a physical file. Once the license/renewal or approval is completed in the FPP, FACES will automatically be updated to reflect the license/approval. Resource development workers must review the payment history in FACES the next business day to ensure payment generates appropriately. If payment is not automatically generated or is delayed, the resource development worker must make personal contact with the resource provider to notify them of the delay and follow up as needed to ensure payment is made.

Form Changes

As part of FPP development, foster home licensing forms were reviewed for necessary corrections and made accessible in accordance with ADA Title II. This has resulted in a noticeable difference in the appearance of most documents and forms, including the conversion of some forms into web forms. Web forms may still be printed in exceptional circumstances when a paper document is needed. Web forms can be printed by clicking on the three dots in the top righthand corner of the website and selecting “print.”

The following forms were amended or changed during this process:

- Foster/Adopt Home Assessment Application (CS-42)
- Fingerprint Authorization Letter (CD-26a)
- Fingerprint MACHS Registration Number Sheet (CD-26g)
- Resource Home and Safety Checklist (CD-335)
- Notification of Hazards (CD-101)
- Resource Parent Discipline Agreement (CD-119)
- Safe Sleep Practices Form (CD-117)
- Resource Home Capacity Exception Approval Form (CD-157)
- Resource Family Exit Survey (CD-112)

The following new forms were created to provide consistency statewide in documentation:

- Resource Home Emergency Disaster Plan (CD-348)

- Request to Withdraw an Application or Close License (CD-349)
- Resource Provider Case File Transfer Checklist (CD-172)
- Financial Information Worksheet

Practice Changes

The implementation of the FPP is a significant milestone in the Division's ongoing efforts to modernize the foster parent licensing process and better serve Missouri's foster families. Development of the FPP provided solutions to streamline the licensing process which resulted in the following practice changes.

Fingerprint Authorization Letters

Fingerprint authorization letters have been consolidated. All resource providers will receive the Fingerprint Authorization Letter (CD-26a) in the FPP from their resource development worker who will provide the correct four-digit registration code based on the resource providers residence county and the purpose for fingerprints. This consolidated form has been updated to provide clearer registration instructions to resource providers. The following fingerprint forms will not be available in the FPP:

- Fingerprinting Authorization Letter to Adoptive Parents Only (CD-26d) (eliminated)
- Fingerprinting Authorization Letter for Respite and Transitional Living Advocate (CD-26e) (eliminated)
- Authorization For Purpose Code X Fingerprints (CD-26f) (eliminated)

Fingerprint Eligibility Letters

Resource Development Supervisors are required to review all criminal history for applicants and household members. Supervisors must ensure background screening dates and statuses are entered in the FPP correctly. Once reviewed, the supervisor must add a note to the completed screening that states: "Reviewed and approved by supervisor." This will eliminate the need for the supervisor to complete and upload a separate eligibility letter. **Supervisors must refer to policy regarding criminal history findings and ensure all appropriate action is taken.**

Safe Sleep Assessment

Resource development workers must provide Safe Sleep training and resources to all applicants and household members responsible for supervising or caring for any infants placed in the home. Prior to approving any placement of an infant, the resource development worker must have assessed and ensured the resource provider's home and all caregivers understand and are complying with safe sleep requirements. This must include discussions of the safe sleep training and resources located in the Safe Sleep Practices Form (CD-117), Safe Sleep Flyer (CD-278), and the Safe Sleep Discussion Resource Guide (CD-278a). This shall also include observation of all identified and intended sleep environments during every home visit to ensure compliance with safe sleep practices. The resource development worker must document the details of every safe sleep discussion with all caregivers and observed sleeping environments in the vendor record. For more information on Safe Sleep see [CWM 2.4.4.2 Safe Sleeping Environments](#).

Resource Home Capacity Exception Approvals

The Resource Home Capacity Exception Approval Form (CD-157) has been updated to streamline the approval process and communication regarding capacity waiver decisions. Significant updates to the Capacity Waiver form have been made.

A CD-157 must be completed and uploaded to the FPP each time a new placement will cause a resource provider to exceed capacity. The resource development worker should complete the CD-157 with information gathered from the alternative care case manager for the child(ren) proposed for placement and the resource provider(s) at the time placement approval is requested. The CD-157 will be completed, reviewed and signed by the resource development worker and supervisor within the FPP. If approved, the resource development worker will print or save a PDF of the CD-157 that can be sent to the regional manager/designee for approval and signature. Once all parties have approved the capacity exception, the PDF must be emailed to central office at CD.RESOURCEHOMEEXCEPTIONSANDWAIVERS@DSS.MO.GOV for auditing purposes.

Respite Approvals

The respite approval process has been updated to increase efficiency and remove extraneous requirements. Respite-specific documents are no longer required, and the following respite forms have been eliminated:

- Application to Provide Respite Care (CS-RC-1)
- Foster Respite Care Provider Checklist (CS-RC-2)
- Respite Care Discipline Standards (CS-RC-3)

Respite approvals will require the following to be completed in the FPP:

- Foster/Adopt Home Assessment Application (CS-42)
- Resource Home and Safety Checklist (CD-335)
- Resource Parent Discipline Agreement (CD-119)
- Notification of Hazards (CD-101)
- Safe Sleep Practices Form (CD-117)
- Required background screenings
- Respite Care Provider Handbook Training
- Cooperative Agreement for the Purchase of Foster Respite Care Services (CM-10)

Questions and Assistance

In preparation for the launch of the FPP, Children's Division developed a Change Network to assist with communication and support. This network consists of identified Change Agents that have been provided additional training and coaching to assist their peers with implementation. These Change Agents are located in each region and are prepared to assist resource development teams with navigating the Missouri Foster Parent Portal. You can find more information regarding the foster parent portal, your change agent and upcoming office hours on the [Foster Parent Portal Information webpage](#).

NECESSARY ACTION:

1. *Review this memorandum with all Children's Division team members.*

2. *Destroy previously printed foster care licensing forms and begin utilizing forms within the FPP as of the publication of this informational memo.*