

# Memorandum

CDP26-15

**DATE:** July 22, 2026

**TO:** Children's Division and Foster Care Case Management

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

**SUBJECT:** Annual Subsidy Notification and Request for Information

**OVERVIEW:**

The purpose of this memorandum is to announce the implementation of automated annual notifications to families receiving adoption and guardianship subsidy.

In accordance with existing policy, contact with families receiving adoption or guardianship subsidy should be made at least annually. The implementation of an automated annual notification letter will ensure consistency in communication with families about their subsidy rights and responsibilities and will fulfill the annual contact requirements.

The Annual Subsidy Notification and Request for Information (CD-316) will be automatically generated from approved subsidy contract information in FACES. The letter will be sent to each family with a list of all approved adoption or guardianship subsidy contracts and their expiration dates. The CD-316 will also direct families to complete the Subsidy Response Form Attachment A (CD-316a) located in eForms and return the form to the assigned subsidy worker within 30 days. The subsidy worker will use the information provided on the Response Form to update the child's educational information in FACES as required ([eCFR: 45 CFR 1355.44 - Out-of-home care data file elements](#)). The completed Subsidy Response Form will be maintained as part of the subsidy record.

The CD-316 will serve as the official notice of the expiration of the family's subsidy agreement and provides instructions on how the family can apply for the 18+ Adoption Subsidy Agreement when the current adoption subsidy agreement expires. The Notification of Closure of Adoption/Guardianship Subsidy Agreement (CD-185) is still required and must be provided at least 30 days prior for expiring subsidy agreements.

Policy updates to the Child Welfare Manual have been made to the following sections:

- CWM 4.9.6.6.1 Negotiating a New 18 and Above Adoption Subsidy Agreement,
- CWM 4.9.6.10.1 Review Process, and
- CWM 4.9.6.11 Denials and Appeals of Subsidy Agreements

Two new forms have been developed as part of the updates:

- Annual Subsidy Notification and Request for Information (CD-316), and
- Subsidy Response Form Attachment A (CD-316a).

**NECESSARY ACTION:**

All workers, supervisors and managers responsible for subsidy must review the policy changes and forms developed.

Subsidy supervisors or their designee(s) must review and update all subsidy case assignment and contact information monthly. This is necessary to ensure notifications are generated with correct information and will reduce returned mail to county offices.

Subsidy supervisors or their designee(s) should review their current annual notification procedures and make changes necessary to ensure compliance with the implementation of the new automated process.

If an annual notification letter is returned to the county office, the subsidy worker is responsible for contacting the family and making necessary updates to their contact information. The subsidy worker is also responsible for ensuring the family receives the annual notification letter if it has been returned to the county office for any reason.

Subsidy workers will be responsible for receiving Subsidy Response Forms and entering required educational information into FACES for each child.

Subsidy workers must review Subsidy Response Forms thoroughly and complete any necessary follow up with the family as indicated.

Subsidy Response Forms are to be maintained in the subsidy record.

For questions or concerns, please contact:

Stephanie Flowers, Program Development Specialist, at [Stephanie.Flowers@dss.mo.gov](mailto:Stephanie.Flowers@dss.mo.gov)

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

Kate Watson, Deputy Director, at [Kate.Watson@dss.mo.gov](mailto:Kate.Watson@dss.mo.gov)

**CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:**

[CWM 4.9.6 Subsidizing an Adoption/Legal Guardianship](#)

CWM 4.9.6.6.1 Negotiating a New 18 and Above Adoption Subsidy Agreement

CWM 4.9.6.10.1 Review Process

CWM 4.9.6.11 Appeals and Denials of Subsidy Agreements

Annual Subsidy Notification and Request for Information (CD-316)

[Subsidy Response Form Attachment A \(CD-316a\)](#)