

Memorandum

CDP26-16

DATE: August 25, 2026

TO: Children's Division and Foster Care Case Management

FROM: Sara Smith, Children's Division Director

SUBJECT: **Changes to the Federal Benefit Eligibility Assessment (CD-340) for Children and Youth**

OVERVIEW:

On August 28, 2025, HB 737 went into effect, amending [210.560 RSMo](#). Within sixty (60) days of entering Children's Division (CD) custody, children and youth must be assessed to determine if they are receiving or are eligible to receive federal benefits. Additionally, children and youth in CD custody must be assessed annually to determine if they may have become eligible for federal benefits. The [Federal Benefit Eligibility Assessment \(CD-340\)](#) was developed to aid the worker in the assessment process and is required per [CWM 4.12.6 Social Security and Federal Benefit Application and Information](#).

CD and Division of Finance and Administration (DFAS) have partnered with Public Consulting Group (PCG) to create a comprehensive Child Centered Benefits Management Program to manage children's federal benefits.

Part of that work includes creating an electronic version of the CD-340 and establishing a new process to determine potential benefit eligibility. Effective immediately, workers will begin receiving emails from PCG when children enter care and annually based on their CD custody entry date. The email will contain a link to the electronic CD-340. Workers should complete the electronic form and submit it to PCG promptly. The completed form must be uploaded to OnBase.

Additionally, staff can submit a CD-340 to PCG any time information becomes available which indicates a child may have become eligible for a federal benefit. The CD-340 can be accessed at any time via the [jotform link](#).

The paper version of the CD-340 is discontinued as of the date of this memo.

Team members must respond promptly to all requests for information from PCG and DFAS Social Security Specialists. For questions or technical issues, please contact PCG at <mailto:federalbenefitsapps@pcgus.com>.

These changes, along with other process improvements, will be reflected in [CWM 4.12.6 Social Security and Federal Benefit Application and Information](#) at a later date.

For policy questions or concerns, please contact:

Desiree Gardner, Senior Program Development Specialist, at Desiree.Gardner@dss.mo.gov

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

Kate Watson, Deputy Director, at Kate.Watson@dss.mo.gov

CHILD WELFARE MANUAL POLICY AND/OR COLLATERAL DOCUMENTATION:

[CWM 4.12.6 Social Security and Federal Benefit Application and Information](#)

[CWM 4.12.6.1 Eligibility Determination and Application for Benefits](#)

[Federal Benefit Eligibility Assessment \(CD-340\)](#)

NECESSARY ACTION:

1. *Review this memorandum with all Children's Division and Foster Care Case Management team members.*
2. *Review Child Welfare Manual chapters and forms as indicated above.*