

Memorandum

CDP26-17

DATE: August 25, 2026

TO: Children's Division and Foster Care Case Management

FROM: Sara Smith, Children's Division Director

SUBJECT: Notification to the Alleged Perpetrator

OVERVIEW:

This memo outlines new procedures for notifying the alleged perpetrator and providing them an opportunity to respond.

Staff must review [CWM 2.5.2.4 Parental and Alleged Perpetrator Notification](#) in its entirety. Policy has been revised to:

- Emphasize the importance of identifying and locating the alleged perpetrator for purposes of notification of the allegations against them and the outcome of the report
- Add the use of the [Alleged Perpetrator Contact Letter \(CD-339\)](#) to notify alleged perpetrators of the allegations against them
- Allow alleged perpetrators at least ten (10) business days to respond to the CD-339 before a report is closed.
- Discontinue use of any local form letters used to notify the alleged perpetrator.

For questions or concerns, please contact:

Cari Pointer, Program Development Specialist, at Cari.A.Pointer@dss.mo.gov

Kara Wilcox, Safety Unit Manager, at Kara.B.Wilcox@dss.mo.gov

Marcia Hazelhorst, Deputy Director, at Marcia.Hazelhorst@dss.mo.gov

CHILD WELFARE MANUAL POLICY AND/OR COLLATERAL DOCUMENTATION:

[CWM 2.5.2.4 Parental and Alleged Perpetrator Notification](#)

[Alleged Perpetrator Contact Letter \(CD-339\)](#)

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.