

DATE: August 12, 2026

TO: Children's Division and Foster Care Case Management

FROM: Sara Smith, Children's Division Director

SUBJECT: **Placement Provider Requests to Move Children**

OVERVIEW:

It is vital that workers honor a placement provider's request to move a child from their home or facility.

When a placement provider of any kind (e.g., foster/relative family, residential, hospital) provides notice that a child needs to be moved or discharged, the worker must take immediate steps to locate a new placement within the timeframes given by the provider.

It is important for the worker to assess safety throughout the move request. The worker should communicate with the provider as well as, when possible, the child, to determine if there is an immediate safety threat.

Supportive Resources

Workers should communicate with the provider to determine if resources might assist, even temporarily, in stabilization of the placement. Resources could include 988, referral to a Family Resource Center and Intensive In-Home Services, etc.

Verbal Requests

When a resource provider verbally requests for a child to be removed from their care, the worker must assess whether the resource provider is requesting immediate removal or a planned move. The worker should request that the provider put the request in writing to ensure a common understanding of the reason for the request and the date by which the child should be moved.

Family Support Team Meetings

A Placement Planning Family Support Team (FST) meeting must be held:

- As soon as possible when there is indication of a potential placement disruption,
- Within 72 hours following an emergency placement change, and
- Within 3 business days of a provider giving notice that a child must be moved.

The resource providers licensing worker and/or supervisor must be invited to the FST meeting.

Immediate Removal

When immediate removal is requested, the worker must promptly notify their supervisor, arrange to pick up the child(ren) from the home and locate the least restrictive placement necessary to meet the need of the child(ren) being moved.

The worker shall not delay making arrangements to move the child while a placement is being located.

Planned Move

When a provider requests a planned move, the worker must:

- Assess the child's immediate safety and potential risk of harm should the child remain in the placement during the notice period. If the child is determined to be unsafe or a threat of harm is identified, the worker must immediately cause removal of the safety issue or threat of harm or remove the child.
- Request written notice from the resource family. Resource providers are expected to provide two (2) weeks' notice in advance of the requested removal of a child. The request should include the reason for the move and the date by which the child should be moved.
- Assess whether respite or other placement stability services are needed during the two-week notice period.
- Notify their supervisor timely of all requests to move children so they can provide guidance and support and ensure the move occurs on or before the two (2) week end date.
- Facilitate a Placement Planning FST meeting, inviting all required team members.

If at any time there is concern that it would be unsafe to move a child or that a move will create a hoteling situation, workers should notify their local and regional management for assistance.

Supervisor Consultation

Supervisors are responsible for ensuring:

- the child's safety has been assessed and actions to ensure safety have been taken;
- the required FST meeting is held within the timeframes outlined in policy; and
- children do not remain in placements beyond the stated move date.

Documentation

All activities surrounding the placement of the child must be entered into the electronic case record as soon as possible but no later than 24 hours after the change occurs.

The electronic case record must reflect the safety assessment and any resulting actions, the supervisor consultation, reason for the requested move, any efforts to stabilize the placement, and outcome of the Placement Planning FST meeting.

The written notice requesting a planned move must be uploaded to OnBase.

For 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

This Practice Alert remains effective unless the current policy has been rescinded or revised with contradictory guidance.

CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:

[CWM 4.7.6 FST Timeline and Exceptions](#)

[PA26-AC-04 Change of Placement - Notice Requirements to Resource Providers and Parents](#)

[CWM 4.2 Placements - Overview](#)

[Missouri Revisor of Statutes - Revised Statutes of Missouri, Section 210.566 RSMo](#), Foster Parent Bill of Rights