

Memorandum

CDP26-22

DATE: September 11, 2026

TO: Children's Division and Foster Care Case Management

FROM: Sara Smith, Children's Division Director

SUBJECT: **Independent Living Arrangement (ILA)**

OVERVIEW:

Children's Division is releasing an updated version of the Independent Living Arrangement policy, [CWM 4.5.5 Independent Living Arrangement](#). Circuit Managers and FCCM Directors will continue to review ILA requests and vet the requests for approval. Following local approval, the requests will be submitted to the Older Youth Transition Specialist (OYTS). In FACES, the OYTS or Older Youth Program Coordinator will act as the final approvers for youth and workers requesting ILA placement. The OYTS will be responsible for modifying the FACES coding to an approved ILA code.

ILA Documentation

The Independent Living Arrangement Checklist (CD-282), Self-Developed Case Plan for Independent Living Arrangement (CD-283), and TLP Advocate and Independent Living Arrangement (ILA) Checklist (CS-TLP-1) have been combined into one [Independent Living Arrangement Packet \(CD-360\)](#); the CD-282 and CD-283 have been archived and the CS-TLP-1 shall not be used for ILA purposes. The worker completes this packet prior to any ILA placement and submits it to the Circuit Manager or Foster Care Case Management (FCCM) Program Director for their signature. A signed copy is sent to the Regional Older Youth Transition Specialist (OYTS) upon completion and prior to any ILA placement move. Once approved, the packet is uploaded to OnBase by the assigned worker.

Renting from Relative or Foster Parent

If a youth wishes to rent a separate apartment or dwelling from a foster parent, relative, or family member, there must be an official lease signed and notarized to protect the rights of the youth. This lease must include the requirements outlined in policy.

Lease When Living with a Peer

While it is preferred the youth enter into an official lease agreement, the youth may decide to move into a peer's apartment without being added to the lease. In this situation, the worker must ensure the youth has made this decision with informed consent. This includes a discussion of the lack of protection, lack of tenant rights, and legal disputes that could result if the verbal agreement changes. This conversation must be documented in the case notes and the electronic case record.

Contact Requirements

Youth in an ILA must have two contacts per month by the worker, with at least one contact occurring in-person in the youth's living environment. The second contact may be made in-person, virtually, or by phone and must show meaningful engagement to support the youth's safety, needs, well-being, and case planning goals; this contact must allow for two-way communication. Missed calls, voicemails, one-way text messaging, and scheduling-related contact does not meet this communication requirement.

For questions or concerns, please contact:

Rene' Brinkman, Older Youth Program Coordinator, at Rene.Brinkman@dss.mo.gov

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

CHILD WELFARE MANUAL POLICY AND/OR COLLATERAL DOCUMENTATION:

[CWM 4.5.5 Independent Living Arrangement](#)

[Independent Living Arrangement Packet \(CD-360\)](#)

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.*