

Memorandum

CDP26-25

DATE: October 23, 2026

TO: Children's Division

FROM: Sara Smith, Children's Division Director

SUBJECT: **Non-Caretaker Referrals**

OVERVIEW:

[CWM 2.4.2 Non-Caretaker "N" Referrals](#) is being revised, this interim memo will be superseded when the policy revision is published. Changes to policy will include:

1. Non-Caretaker Referrals (NCR) involving an adult alleged perpetrator are referred to law enforcement.
2. NCRs involving a juvenile alleged perpetrator are referred to law enforcement **AND** the juvenile officer.
3. A standardized referral form, [Non-Caretaker Referral \(CD-361\)](#), has been created to use when sending the NCR to law enforcement and the juvenile officer.
4. The CD-361 must be sent to law enforcement and the juvenile officer (if applicable) within three (3) hours, if the NCR was reviewed and should have an emergency response. All other CD-361s must be sent within one (1) business day.

Staff may *verbally* share the Reporter's identity with law enforcement and the juvenile officer, if requested. Staff must advise these entities not to share the Reporter's identity.

For questions or concerns, please contact:

Kara Wilcox, MO CA/N Response Policy Unit Manager, at Kara.B.Wilcox@dss.mo.gov

CHILD WELFARE MANUAL POLICY AND/OR COLLATERAL DOCUMENTATION:

[CWM 2.4.2 Non-Caretaker "N" Referrals](#)

[Non-Caretaker Referral \(CD-361\)](#)

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.