

## **Section 6 Overview**

This section is developed to guide Children's Service Workers in decision making, the provision and documentation of services to children and their families, development of community resources, and their subsequent assessment and utilization. These resources are designed to enhance and augment services to children and their families in need of preventive, protective, and out-of-home care services.

Procedures contained in this chapter incorporate assessment standards (largely based on licensing rules) which reflect the concern of the agency for those children who must live apart from their families during some part of their minority. The purpose of these standards is to protect those children from abuse, neglect, injury, and exploitation, and to assist in treatment and improved social functioning.

It is recognized that such direction cannot be all inclusive; therefore, staff will still need to exercise judgment in individual case situations. In those situations in which staff do not follow the procedures, they will be expected to document the justification for their actions in the individual case record.

With each procedure, and each step within a procedure, it may be necessary for the worker to secure supervisory assistance in order to make a decision. The procedures do not contain a reference to worker-supervisor conferences, but this joint decision-making activity is understood to be an integral part of service delivery to community resource providers.

## **Chapter 3 Overview**

This chapter describes procedures for conducting resource provider family assessments.

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## **Memoranda History:**

[CS03-05](#), [CS03-51](#), [CD04-05](#), [CD04-79](#), [CD05-80](#), [CD06-29](#), [CD06-46](#), [CD06-60](#),  
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**Attachments:**

Attachment A: Guide for Conducting Resource Provider Family Assessments  
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### **3.1 Resource Provider Family Assessment**

This procedure will be followed for resource provider home assessments.

The Children's Division is the licensing entity for Missouri resource provider homes. The Children's Division may contract with private agencies to develop resource homes. The private agency developing and/or maintaining a resource home follows Children's Division policy. When developing or re assessing a resource provider home, the contractor makes one of the following recommendations to the Children's Division:

1. License or approve a home;
2. Deny issuance of a license or approval of a home they are developing;
3. Revoke a current open license or approval of a resource home they are maintaining.

The Children's Division makes the determination of the recommendation.

After the Children's Service Worker receives the completed Foster/Adopt Home Assessment Application, CS-42, and the Foster Family Profile, CD-56, the Children's Service Worker should open an application in FACES. The worker will verify if there is a Departmental Vendor Number, DVN, in FACES. If there is not, the worker will assign a DVN to the applicant. The recommendation of the application shall not be entered until:

1. The certainty of approving the application, or
2. Receipt of written request by the applicant to withdraw the application, or
3. All due process is complete if denying the application.

Initiate action within 30 days of receipt of the application by:

- a. Beginning pre-service training;
- b. Face-to-face contact; or
- c. Group informational/orientation meeting.

Begin mutual selection process by personal interview.

Complete assessment using:

- a. Attachment A for resource provider families including relative and kinship families;
- b. Attachments A and F for foster family group homes.

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- c. A Resource Home and Safety Checklist, CS-45, should be completed on all homes.

Establish compliance with licensing rules:

- a. 13 CSR 35-60.010 through 13 CSR 35-60.060 for foster/kinship families;

Related Subject: Section 6 Chapter 3 Attachment B [Foster Family Home Licensing Rules](#)

- b. 13 CSR 40-72.010 for foster family group homes;

Related Subject: Section 6 Chapter 3 Attachment G [Foster Family Group Home Licensing Rules](#)

A child may be placed in a relative or kinship home prior to licensure, but only after a safety inspection of the home, Child Abuse/Neglect screening, and MULES background checks are completed. See Section 4.12 for background screening procedures for family and agency arranged kinship care, and Attachment A of this section for detailed fingerprinting procedure. The relative or kinship family will be paid a maintenance payment equal to the traditional foster care payment rate from the date of placement while pursuing completion of the licensing requirements. **This shall be no longer than 90 days.** Until the home is **fully licensed, the maintenance payment is made with state-only funds; IV-E reimbursement cannot be made.** The Relative or Kinship provider is not eligible for the professional parent incentive payment, PPMN, until they are fully licensed. Relative and kinship providers are required to complete STARS or STARS “For The Caregiver Who Knows The Child” training as a condition of licensure. Relative and kinship parents who become licensed are eligible for professional parent incentive payments, PPMN.

Related Subject: Section 4 Chapter 12.2 [Family Arranged Relative or Kinship Care](#) and Section 4 Chapter 12.3 [Agency Arranged Relative or Kinship Care](#) Due to Children’s Division Legal Custody.

Complete the assessment and make a recommendation within 120 days of receipt of application.

Related Subject: Section 6 Chapter 3 Attachment C [Resource Provider Assessment Recording Outline](#)

Keep licensing assessment (any data which supports licensure decision) separate from ongoing narrative completed during the course of the year (i.e., entries regarding foster parents, foster children, or biological parents) which does not effect licensure status.

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The Licensing Home Assessment is a matter of public record, and thus, open for viewing. However, certain sections contain sensitive information that is protected from routine public viewing without a court order or written consent by the foster parents. (See sections 610.010(6), 610.021, 610.032.1, 211.321.1, 610.120, 191.656.1, 630.140, 192.067, 192.667.3, 192.739, 620.010.14(7), RSMo).

Obtain applicant's signature on the home assessment indicating agreement; applicant retains one copy. The home assessment is not completed until the applicant/provider, worker, and worker's supervisor have signed and dated the home assessment

- a. Update the vendor screens in FACES,
- b. Provide a Foster Parent Identification Card by having staff in the local office who operate the computer camera go to <http://dssweb/ist/camop/> and click on **Identification Card Application Form**, and
- c. Obtain signed Cooperative Agreement for the Purchase of Professional Foster Care Services, CM-14.

The licensing worker must also register each resource provider applicant with the Family Care Safety Registry prior to licensure.

### **License Issuance**

Recommend issuance of license to resource providers for a two-year period.

### **License Denial**

Recommend denial using the Resource Home Adverse Action Report, CS-20, through supervisory lines to the Regional Director:

- a. Include a summary of the licensing rules on which the decision is based.
- b. When an adverse action is CA/N related, submit a copy of the Child Abuse/Neglect Investigation/Family Assessment Summary (CPS-1), and Safety Assessment (CD-17).
- c. When recommended adverse action is denial, submit a copy of the home assessment to the Regional Office.
- d. Receive confirmation from the Regional Director/designee of denial decision.
- e. Notify applicant, by personal contact, of recommended adverse action.

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- f. Notify applicant by registered mail with the Notification of Resource Home Adverse Action letter, CS-20a, of adverse action taken and of procedure for fair hearing.
- g. If no response within thirty (30) calendar days of written notice or after agency decision is upheld in fair hearing process, close the license in FACES with a close reason of denial. Do not enter the denial of the application until the applicant has completed all the due process time frames

Related Subject: Section 3 Chapter 7 [Children's Division Appeal Process](#)

### **License Maintenance and Renewal**

The Children's Service Worker should encourage the resource provider to set up a bookkeeping system whereby detailed records are kept of expenditures for tax purposes.

The assessment should be updated any time there is a significant change in the family situation within two (2) weeks of the Children's Service Worker being notified of the change. A significant change would be a change in household composition, move from one residence to another, major physical changes in the home, death of family member, debilitating illness of a household member, etc. If the update is due to a physical move or physical change in residence, reference must be made to licensing regulation compliance. If the household contains weapons, the worker must personally observe that the storage of the weapons complies with Division policy and foster home licensing rules.

A new Foster Family Profile, CD-56, is to be completed at the time of license renewal, unless there is already a current up-to-date profile in the file. The CD-56 is to be updated when there are changes in the household composition that impact the information gathered on the form.

In order to comply with Council on Accreditation (COA) regarding emergency preparedness, the licensing worker must document that the resource provider has read and understands the Children's Division's policy regarding Prevention and Control of Contagious and Infectious Diseases as found in the [Missouri](#) Resource Parent Handbook.

Related Subject: Department of Social Services, Human Resource Center, Emergency Management and Safety, [Family Disaster Plan](#).

Update the appropriate screens in FACES.

Evaluate a resource provider's continued eligibility within required license renewal time period.

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A resource provider moving to another county/circuit should be placed on Administrative Hold and not receive any additional placements pending the completion of the license transfer process.

Related Subject: Section 6 Chapter 3.1.1 [Administrative Hold](#)

The county/circuit from which the provider has moved should notify the receiving county/circuit of the provider's change in address, and provide necessary information on current placements. Notification and the transfer of records should occur within one week of the move. The sending county must also notify the receiving county of any weapons kept in the household.

The receiving county/circuit should schedule a home visit within two weeks of notification. A new Resource Home and Safety Checklist, CS-45, and updated home assessment must be completed by the receiving county. After the provider's new home has been inspected and approved, relicensure should be granted. The Administrative Hold should be removed from the Vendor Licensure/Approval and Renewal screen, and provider records updated to reflect the changes.

If the resource family asks to change the age, sex or race of children to be considered for placement, update the appropriate screens in FACES, and request the issuance of a new license/approval certificate.

Related Subject: Section 6 Chapter 3 Attachment D [Guide for Conducting Renewal Assessment](#)

NOTE: For foster family group home re licensure, allow enough lead time to receive completed inspection reports within the 90-day period prior to license expiration.

Record the reassessment and recommendation information by using Attachment E, Renewal Assessment Recording Outline.

Record all transactions of children presented for placement with a family and family's acceptance or rejection of children including family's reasons for decision. If a family has not had an alternative care placement for the last twelve (12) months or longer, the worker should discuss the reason why the family has not had a placement during this time period and the types of children in CD custody needing placement. A plan should be made to address the concerns of the foster parent(s) and/or the Division. The foster parent(s) may attend additional training or may be utilized for respite care to address placement concerns. The Professional Family Development Plan (PFDP), CD-100, may be utilized for this process.

Related Subject: Section 6 Chapter 2.5.1 [Professional Family Development Plan \(PFDP\)](#)

The worker should begin the process for closing the license only after working with the foster parent(s) to reach an agreement on placing children in the home and discussion with the worker's supervisor. The worker should complete the form Resource Home Adverse Action Report, CS-20. These will be considered a voluntary relinquishment of the license, unless licensing violations are present and impact the decision to close the license, and staff should mark other in the reason for the license relinquishment. Staff should explain that the foster home has not had placements for the last twelve (12) months or longer and that an agreement could not be reached for the placement of children in the home. If the foster family does not agree with closing the license, it should be placed on Administrative Hold until such time as the family will accept children or licensing closing or revocation can be completed. Once the Resource Home Adverse Action Report, CS-20, is completed and approved, the license is closed. The close reason used should be "04 - Vendor Resource Discontinued Service".

For relative and kinship care providers, the license must be kept open until the Children's Division is released of jurisdiction. If the worker and supervisor feel the family is appropriate for consideration, they may also discuss with the provider the needs of the circuit for alternative care providers to determine if the provider is interested in becoming a licensed foster home. The license should be closed if neither of these criteria is met.

Obtain signature on Renewal Assessment indicating agreement; family retains one copy.

Update the license status in FACES, and:

- a. Recommend issuance of license to resource providers for a two-year period, or
- b. Recommend issuance of license to relative or kinship family for a two-year period, or
- c. If not renewed, see license denial.

Evaluate resource provider's expressed interest of becoming resource providers in the Youth with Elevated Needs-Level A program by examining necessary qualifications, and characteristics as listed in Section 4 Chapter 14 Youth with Elevated Needs:

- a. Enroll prospective Level A resource providers in specialized Level A training.
- b. Assess prospective Level A resource provider's performance during specialized Level A training to determine if approval is indicated.
- c. Obtain and submit to the Contract Management Unit (CMU), the Level A resource provider's signature on the Amendment to Provide Level A Foster Care, CM-3.

### **3.1.1 Administrative Hold**

Administrative Hold is used in responding to certain licensing situations which will more effectively serve resource parents, the Children's Division and most importantly, the safety of children. All suspensions entered on the Vendor Licensure/ Approval and Renewal FACES page, require notification of an adverse action which is open to appeal. The Administrative Hold status reflects a less punitive and negative connotation and is not open to appeal.

Depending on the nature of the allegation and the risk assessment, the provider may be placed on Administrative Hold with a corrective action/support plan implemented with no other children placed in the home until the issue is resolved and the Hold status is removed. If no immediate safety risk factors exist to the children during the investigation/assessment (I/A), the children currently in the home should not be removed. If, at the time of the investigation/assessment, it is determined the child will be removed, either at the request of the resource provider or by the investigator, the Children's Service Worker should be notified in order to schedule a Family Support Team meeting.

The Family Development Specialist should be having and documenting their regular, ongoing discussions with the resource provider regarding any licensing concerns prior to a change in their licensing status. For an Administrative Hold the licensing worker should notify the provider via a phone call as soon as possible. A follow-up letter should then be sent explaining why the Hold is in effect and how it can be removed/resolved. If the Hold was requested by the provider, the licensing worker should follow up with a letter verifying their request.

Administrative Hold is required in the following circumstances:

1. An Out-of-Home Investigation (OHI) is under way involving Legal Status 1 children in the resource provider's home. The Administrative Hold should remain in effect until the investigation is concluded and all corrective actions/support plans, if any, are successfully completed and documented in the record.
2. A CA/N investigation/assessment is under way involving non-Legal Status 1 children in the resource provider's household. The Administrative Hold should remain in effect until the I/A is concluded and all corrective actions/support plans, if any, are successfully completed and documented in the record.
3. Licensing concerns have been noted and a staffing is under way. The Administrative Hold should remain in effect until all corrective actions/support plans, if any, are successfully completed and documented in the record.

4. When the licensing worker is conducting the bi-annual license renewal, if the resource provider has not met all of the licensing criteria such as the required training hours, submission of fingerprints, etc., then the resource home will be placed on Administrative Hold. The resource provider will have a maximum of six (6) months to complete all the necessary requirements. The provider will not receive the Professional Parenting Payment (PPMN) until all of the licensing requirements are completed by all adults in the household with child supervision responsibility. If all the criteria for licensing renewal are not met by the 6 month deadline, then the licensing worker will begin the revocation process. ICPC resource providers are not eligible for the PPMN payment.

In order to stop the PPMN payment for those providers who are placed on Administrative Hold due to non compliance with all the license renewal requirements the worker must do the following:

- Request the Cooperative Agreement for the Purchase of Professional Foster Care Services (CM-14 also known as PP contract) be closed with a reason of "1". The request is sent via E-mail to the Administrative Office Support Assistant responsible for entering contracts in Contract Management Unit at Central Office in Jefferson City. Please include the vendor name, vendor number (DVN), contract number and date the contract should be closed.
- Obtain the signature of the resource provider on a Cooperative Agreement for the Purchase of Foster Care Services (AC/CM-3) and send it to the Contract Management Unit in Central Office.

A new PP contract can be opened once all of the licensing renewal requirements are completed and documentation is placed in the file. The new PP contract will need to be submitted in order to open the PP contract and resume the PPMN payment.

NOTE: For information regarding the renewal licensing criteria, refer to Section 6 Chapter 3 attachment D [Guide for Conducting Renewal Assessment](#)

5. A resource provider moving to another county/circuit should be placed on Administrative Hold. (See License Maintenance and Renewal in this section for additional information.)

6. The resource provider has experienced a significant change in household composition, health, employment, etc. The Administrative Hold should remain in effect until the provider's situation has been reassessed and the home assessment has been updated. Every effort should be made to complete these actions within 2 weeks, per the Council on Accreditation (COA). The worker should document all attempts to meet this timeframe, including the provider's specific actions of non-compliance within that time.

The Administrative Hold is available, but optional in a variety of circumstances, such as, but not limited to:

1. The resource provider has had a new birth and needs time to adjust.
2. The resource provider feels they need "a break".
3. The Family Support Team has recommended that the resource provider cease new placements during the period of adjustment for an adopted child.
4. The resource provider has a biological/adopted child placed in residential care. Per memo CD05-22, no additional children will be placed in the home without the approval of the Circuit Manager (CM) or designee. The guidelines stated in Section 4 Chapter 5 Attachment C should be reviewed and assessed as the provider may need time to work with the child placed in residential care.

If there are questions whether an administrative hold or suspend should be implemented, staff should consult with first or second level supervisors for guidance.

The Administrative Hold is selected as the suspend reason on the Vendor Licensure/ Approval and Renewal screen in FACES.

### **3.1.2 Revocation**

Revocation is defined as an action which is taken:

1. In response to a CA/N report or Preponderance of Evidence finding to be applied during the time of the investigation/assessment and the allegation is severe enough to warrant removal of a child.
2. As an action to be taken when revocation is recommended:

- a. Revocation is used whenever children in the home have been found to be in imminent risk.
- b. Revocation is used when the resource parent is not complying with licensing requirements and efforts (such as, but not limited to, being placed on Administrative Hold) to remedy the situation have failed (i.e.: refuse to keep training requirements current, refuse to meet licensing standards, or continued non-compliance with an Individual Support Plan).
- c. Revocation is used when a staffing has been held, and licensing violations are of sufficient magnitude to warrant a recommendation of suspend.

Administrative Hold is used during the period of evaluation and consideration of amelioration.

Recommend revocation of license status using the Resource Home Adverse Action Report, CS-20, through supervisory lines to the Regional Director's office:

- a. Identify and document the areas of non-compliance;
- b. In the summary, cite licensing rule(s) on which the decision is based. The summary must contain clear and cogent facts to support staff's recommendations for revocation of license.
- c. When adverse action is CA/N related, submit a copy of Child Abuse/Neglect Investigation/Family Assessment Summary, CPS-1.

If it is decided the resource parents should no longer provide out-of-home care, immediately start the revocation procedure; do not allow license simply to expire.

Receive confirmation from Regional Director of agreement with revocation recommendation.

- Notify resource family by personal contact of recommended adverse action.
- Notify resource family by registered mail with the Notification of Resource Home Adverse Action letter, CS-20a, of revocation, citing licensing rule(s).
- Notify foster/relative/kinship parents of their right to the fair hearing process.
- If no resource parent response within thirty (30) calendar days of notice, or after agency decision is upheld in fair hearing process, close the vendor with the close

reason of revocation. Do not enter a revocation in FACES until the time frames have been met for due process.

- Retrieve all foster parent identification cards and approval certificates issued to the resource providers.
- Record revocation activities.
- Close record.

If the Regional Director/designee does not uphold revocation recommendation, continue licensure status.

The worker must obtain the applicant's signature on the home assessment indicating agreement. The applicant's signature is also needed if the worker has decided to deny licensure. The signature indicates that the applicant has reviewed the assessment.

When recommending revocation, cite action taken by the agency to help the family resolve the situation causing the problem(s). Describe what services have been offered to the family and the results.

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### 3.2 Adoptive Family Assessment

The Children Services Worker will receive completed application, CS-42.

- a. Complete and process/enter SS-60, Vendor Licensure/ Placement Resource Form.
- b. Applicants shall be at least 21 years of age.

Initiate action within 30 days of receipt of application by face-to-face contact or group informational meeting.

Begin assessment process by personal interview.

Discuss with applicants any questions about the release of identifying and non-identifying information about biological parents/siblings and the Adoption Information Registry.

Related Subject: Section 5, Chapter 2 Record Access

Complete assessment of family's readiness for adoption within six (6) months from date application received, using Attachment H for guide.

Concentrate on Readiness for Adoptive Parenthood portion of Assessment Guide for already licensed foster parents/kinship parents.

Record and recommend, within six (6) months of receipt of application, one of the following:

Related Subject: Section 6, Chapter 3, Attachment C, Foster/Kinship Family Assessment Recording Outline

- a. Suspension;
- b. Approval;
- c. Denial; or
- d. Withdrawal.

Obtain applicant's signature on Family Assessment indicating agreement; applicant retains one copy.

Approve, update, process/enter SS-60, and obtain CW-109 and AEM-2A.

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Assist family in registering with other adoption exchanges if appropriate.

Notify of fair hearing process if rejected.

Record all transactions of children presented for placement with a family and family's acceptance or rejection of children including family's reasons for decision.

Update adoptive family assessment at least once every two years (biannually), if no children placed, or if family is interested in additional placements.

Related Subject: Section 6, Chapter 3, Attachment E, Foster/Kinship Family Renewal Assessment Recording Outline

Update, process/enter SS-60.

Accept approved family assessment of an adoptive home from a private agency or another state (public or private agency) at point of application only if they have utilized our same guidelines for completion of Adoptive Family Assessments.

Contact personally and update assessment if needed.

State applicants must work with just one agency; the applicant must make the decision.

NOTE: Send written notification to family at any time family assessment is removed from active status; inform them of fair hearing process. This should be accompanied by personal contact.

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### 3.3 Foster/Adoptive Assessments/Licensing

NOTE: A child in Children's Division (CD) custody can reach the goal of adoption permanency in one of two ways: adoption by the current foster/kinship family or placement with a new family.

A foster/kinship family must be assessed for adoption if they want to adopt a child in their care. An approved adoptive family must be licensed for foster/adoptive care (FA) if that family requires temporary financial assistance to meet the needs of the child. A foster/adoptive care (FA) license does not apply to foster/kinship families already licensed unless maintenance and special services payment is denied because the child is not eligible for Homeless, Dependent, and Neglected (HDN). Kinship families, not eligible for maintenance and special expense payments, may become eligible for the foster/adoptive care (FA) license by becoming approved as an adoptive family.

Out-of-Home Care payments may be continued until custody is transferred, the adoption subsidy agreement is approved for an eligible child or the child is removed from the home, whichever occurs first. If the child is eligible for adoption subsidy, the transfer of custody or the final adoption must be coordinated with the approval of the agreement for subsidy. This will prevent a break in payment.

NOTE: "FA" refers to the vendor type code (Field 3 of the SS-60) which is used to identify that an approved adoptive family has been licensed to provide foster/adoptive care (FA). This code, in combination with the placement type code, "FAH" (Field 47 of the SS-61), differentiates this type of placement plan for a child from adoption by foster parents (foster/adoptive family) who have had that child in their care. The "FA" and "FAH" codes must be reported when the foster/adoptive care (FA) license is approved. A foster or kinship family vendor type would be reported as an "AD" vendor type in the ACTS vendor subsystem when the adoption of the child is approved. In ACTS, the child's placement type would be reported as "ADF" or "ADR," whichever is appropriate. A vendor may provide more than one type of care. Special action is required in the ACTS vendor subsystem when this occurs. See the SS-60 Forms and Instructions for the special action required.

The foster/adoptive care (FA) license is generated when the "FA" code is reported in the vendor subsystem. The license is sent to the County Office for transmittal to the family.

The Children Services Worker will pursue licensure of an already approved adoptive family for foster/adoptive care (FA) when the family has been selected for and has accepted a child, if temporary financial assistance is needed.

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NOTE: CD approved adoptive families may be licensed to provide foster/adoptive care (FA) for children in the custody of Class I juvenile courts and authorized to receive out-of-home care payments and Medicaid. However, financial assistance shall end when custody is transferred or the child is removed, whichever occurs first. Children in the custody of Class I juvenile courts are not eligible for adoption subsidy.

Complete an adoptive assessment for a foster/kinship family who wants to adopt a child in their care.

Determine that an approved adoptive family meets foster/adoptive care (FA) licensing requirements by receiving a copy of the adoption petition for a specific child, and discussing and obtaining the necessary signatures for the CM-6, Cooperative Agreement for the Purchase of Foster/Adoptive Care (FA) Services.

NOTE: A petition for adoption may be filed before the child is physically placed with the family.

Record all information appropriate to the assessment or licensing requirements.

Make a recommendation for licensure of an approved adoptive family for foster/adoptive care (FA).

Submit completed CM-6 to Contract Management Unit.

Receive notice of approved CM-6 from Contract Management Unit.

Extend a foster/adoptive care (FA) license for subsequent periods of up to nine months until custody is transferred, the Adoption Subsidy Agreement is approved for an eligible child, or the child is removed, whichever occurs first.

NOTE: It is not necessary that placement of the child actually occur for the contract to be signed. But, placement should occur within a reasonable time after licensure. Also, while the license may be extended to accommodate movement in the adoption proceedings, the case plan should include, if needed, actions that will complete the adoption without unreasonable delays.

Make a recommendation for approval of a licensed foster/kinship family to adopt the child in their care.

Maintain accurate SS-60.

Open an SS-60 for foster/adoptive care (FA) for up to nine months, if needed.

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NOTE: This includes kinship families who are not eligible to receive payment because the child is HDN eligible only. The kinship parent(s) must be approved as an adoptive family before licensed as a foster/adoptive (FA) family.

Open the licensed foster/kinship family as an adoptive family (AD) when the adoption case plan for a specific child in their care is approved.

NOTE: Kinship adoptions include only licensed kinship families caring for a IV-E eligible child.

Transmit license to foster/adoptive care (FA) family; or

Notify foster/kinship family of approval as an adoptive home.

Allow foster/adoptive care (FA) license to expire for the following reasons:

- a. Family receives custody of the child;
- b. Child is removed from the home;
- c. Family requests termination of the foster/adoptive care (FA) license;
- d. Adoption Subsidy Agreement (CS-SA-2) is approved; or
- e. Adoption is granted if no prior transfer of custody.

When the license expires, close the SS-60.

Follow revocation of license steps in 3.1 of this chapter, if child is removed because a CA/N investigation has found "Preponderance of Evidence" and child is not safe by remaining with the family.

Close SS-60, if license is revoked.

Record all activities, as necessary, and depending on the category of the family adopting the child.

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### 3.4 Dual Licensing

NOTE: This applies to child care-foster family home.

The Children Services Worker will decide to pursue licensure of child care home as a foster care provider.

Meet with child care licensing staff to discuss impact on child care and foster care children in each individual situation in order to assure that dual licensing will not adversely affect either program. (Responsibility for initiating this discussion rests with the licensing program of last inquiry/application.)

Refer request for study to appropriate worker or proceed with licensing study.

Complete SS-60, using same Departmental Vendor Number (DVN) as on the DC-36.

Open separate foster family licensing record including the following:

- a. Copy of child care assessment;
- b. Copy of reference responses;
- c. Copy of medical forms;
- d. Copy of criminal records check.
- e. Copy of the Family Care Safety Registry report; and
- f. Documentation of CaseNet review.

Record additional data in licensing record to indicate compliance with Division foster home licensing rules.

Related Subject: Section 6, Chapter 3, Attachment B: Foster Family Home Licensing Rules

NOTE: For combined foster home/licensed child care provider, no foster child under the age of seven may be placed in that home, with the exception of those in a sibling group.

Evaluate with child care licensing staff the need for any special limitations on the number or ages of children for whom foster care may be provided.

Make recommendation and obtain family's signature on assessment, indicating agreement. Provide them with a copy.

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Approve, update, process/enter SS-60; complete CW-203, and obtain signed "Cooperative Agreement for the Purchase of Foster Care Services" (requires annual signature).

Recommend issuance of foster home license to child care home for up to two year period (reflect any special limitations on the number or ages of children for whom care may be provided on the respective license, and in the licensing letter sent the provider), or

Recommend denial using CS-20 through supervisory line to Division Director, including justification for decision.

Receive confirmation from Division Director of agreement with denial decision.

The Division Director or designee will send notification by registered letter of action and right to grievance process, if denial recommendation upheld.

The Children Services Worker will record activities, close SS-60, close record, if rejected applicant selects not to file for grievance process.

### **DMH-CD Foster Family Home**

Decide to pursue dual licensure based upon individual assessment of provider's capabilities and respective needs of CD foster child needing placement in such a resource.

Proceed with licensing study in same manner as generally outlined above, disregarding "age seven" restrictions.

|   |
|---|
| NOTE: The combined number of children in such a dual licensed home may not exceed six (6), as required by CD rules. |
|---|

### **Any Other Agency-CD Foster Family Home Combination**

Decide to pursue dual licensure based upon individual assessment of provider's capabilities and respective needs of CD foster child needing placement in such a resource.

Proceed with licensing study in same manner as generally outlined above.

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**Chapter Memoranda History:** (prior to 01-31-07)

[CS03-05](#), [CS03-51](#), [CD04-05](#), [CD04-79](#), [CD05-80](#), [CD06-29](#), [CD06-46](#), [CD06-60](#)

**Memoranda History:**

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## **Attachment A: Guide for Conducting Resource Provider Family Assessments**

### **Beginning the Assessment**

The agency has a responsibility:

- a. To provide enough information so that applicants can make a knowledgeable decision about becoming foster parents;
- b. To interpret the assessment process as one in which together the Division and the prospective resource providers can determine potential for successful foster parenting;
- c. To convey information to the applicants so that they may learn about the kinds of children they can best serve;
- d. To exchange information in such a way that the agency and applicants can mutually determine whether or not it is desirable that the home assessment be continued;
- e. To convey to applicants that a portion of the licensing record is a matter of public record and therefore open to review. Information that is protected by law and requires a court order or written consent of the applicants/resource parents before disclosure includes: social security number; juvenile records and arrest records; personally identifiable information regarding mental illness and other medical conditions and treatment. Included in this would be substance abuse, HIV and AIDS, and other information on personal health;
- f. To share the importance of gaining training for the job of foster parenting, just as anyone would for any other job;
- g. To assure compliance with licensing regulations, beginning with sharing a copy of it with applicants.
- h. To provide a copy of the Foster Parent Bill of Rights and Responsibilities, RSMo 210.566.
- i. To review the Resource Parent Acknowledgement of Home Assessment & Case File Information Access, CD-128, and obtain signature(s).
- j. To review the Safe Sleep Practices Form, CD-117. Explain to applicant that they must agree to the practices and sign the form.
- k. To review the Resource Provider Discipline Agreement, CD-119. Explain to the applicant that they must agree to the practices and sign the form.

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The home assessment must be completed within 120 days of receipt of the application and shall consist of:

- a. Joint and separate interviews with the applicants; children, and all others in the home. There shall be a minimum of four separate in-home consultations during the pre-service training. The total number of hours spent conducting visits shall consist of at least ten hours.
- b. Compliance with the physical aspects of licensing regulations must be determined.
- c. A minimum of three references, returned;
- d. A completed Foster Family Profile, CD-56;
- e. Review of Family Support Division (FSD) screens. The county should begin the review by using the following screens:
  1. SCLR - Department of Social Services (DSS) data base (access with name, sex, and date of birth),
  2. IPAR - FSD information (accessed by DCN),
  3. FMPX – FSD participation screen (accessed by DCN or SSN),
  4. OVCI - Claims and Restitution (CARS) information (accessed by DCN),

When information is found regarding an applicant, the system inquirer should continue using other pertinent screens to gather as much data as possible to assist in the decision-making process.

- f. Review FACES screens regarding history with the Division. Start with Call/Case Prior History Search.
- g. Review appropriate screens to verify prior history of licensure and/or contracting as a resource provider.

### **Steps To Be Followed for Licensure**

The following steps shall be completed for every applicant and adult household member (age 17 and older). **Supporting documentation of each step is to be filed in the licensing record. The same steps are to be followed in the completion of any ICPC assessment as are followed for licensure as referenced in Memorandums CD04-63 and CD07-44.**

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1. The Children's Service Worker will conduct child abuse and neglect background checks in every state where each household member 17 years of age and older has resided since the age of 17. The search can be conducted by going to the web site, [http://cclid.ca.gov/adamwalshi\\_2609.htm](http://cclid.ca.gov/adamwalshi_2609.htm) . This web site is maintained by the California Department of Social Services. It lists the contacts for every state to request Child Abuse and Neglect background checks. The list includes contact names, addresses, phone numbers and email addresses. It also includes specific forms if required and if the state requires a fee. Information regarding states that charge a fee is located in memo [CD08-102](#). Department Vendor Numbers for those states that charge a fee are listed on the Other State Child Abuse Registry list located in the [Resource Development](#) section of the Children's Division Intranet home page.
2. Each household member 17 years of age and older must register with the Family Care Safety Registry (FCSR). The registry is maintained by the Department of Health and Senior Services (DHSS). It will search the following systems:
  - a. CA/N records (findings of "Preponderance of Evidence" court adjudicated", or prior to August 28, 2004, "Probable Cause" findings),
  - b. Employee Disqualification List, maintained by the Department of Health and Senior Services (DHSS),
  - c. Child-care facility licensing records maintained by DHSS,
  - d. Residential living facility and nursing home records, maintained by DHSS,
  - e. Employee Disqualification Registry maintained by Department of Mental Health;
  - f. Foster parent licensing records, maintained by the Children's Division (CD); and
  - g. Sex Offender Registry information maintained by the Missouri State Highway Patrol (MSHP).
    - The Children's Service Worker will provide the applicant with instructions regarding the process for each adult in the household to register with the FCSR on the Internet. The employee access only instructions are available on the Children's Division intranet.
    - Instruct the applicant to register as quickly as possible. The worker may assist the applicant with the on-line registration.
    - If no social security card is available, the only acceptable substitute is a driver's license (if the SSN is used as the ID

number); a military ID; a MO HealthNet card; or the Social Security Administration (SSA) statement provided when application is made for a replacement card (as long as it has the SSN identified, the name appears on the statement and it is initialed or signed by a SSA representative).

An exception can be made for families who do not have Social Security numbers due to their religious practices (i.e. Amish). They are not required to register with the FCSR. However, a note regarding this should be documented in their record and home assessment.

Registrants (and all their adult household members) who are foster parents, respite providers, or are applying to provide those services must check the foster parent box in Section A to avoid having to pay the registration fee.

- The Children's Service Worker may telephone the FCSR at 1-866-422-6872 to make a background screening request. Generally, information will be available within two weeks. An oral report will be given at the time of the call and will be followed with a written report to both the requestor and the registrant within 48 hours.
- **Registration with the FCSR is only required once.**
- When completing a background screening for re-licensure, the Children's Service Worker can do one of the following:
  1. access the FCSR on-line with the assigned ID and password (preferred), or
  2. call the FCSR at 1-866-422-6872

The Children's Service Worker obtains on-line access to the FCSR by doing the following:

1. Go to the FCSR home page, [www.dhss.mo.gov/fcsr](http://www.dhss.mo.gov/fcsr);
2. Click on the [Forms](#) link;
3. Click on the [How to Become a FCSR Internet User](#) link;
4. Click on the [Internet Background Screening Access/Security Request](#).
5. Return the completed document by Fax to 573-522-6981, or by mail to:

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DHSS/Family Care Safety Registry  
PO Box 570  
Jefferson City, MO 65102

In response the FCSR will assign a USER ID number to the Children's Service Worker to be used exclusively for access to the FCSR. The USER ID and instructions on how to do the password and how to run a background screening will be faxed to the worker. This ID and password are autonomous from the worker's current ID and passwords used for logging on to the state computer system, FACES and PROD. The password is on a 30-day expiration cycle and the worker will have to update it every thirty (30) days, just as with the PROD password.

3. State and national criminal record checks will be completed for each household member age 17 or older, or any person under the age of 17 who has been certified as an adult. These checks are completed by the submission of fingerprints by the applicants and required household members. The Missouri State Highway Patrol (MSHP) will complete a state criminal record check and then electronically send the fingerprint images to the FBI for a national search of criminal records. The MSHP collects the fingerprints using a contracted electronic fingerprint vendor.

Applicants must register with the electronic fingerprint vendor to schedule their appointment to have their fingerprints scanned. The Children's Service Worker provides the appropriate authorization letter to the applicant which indicates whether the applicant is being fingerprinted for all resource services (CD-26a), adoption services only (CD-26d), or as the biological parent (CD-26b). It is the responsibility of the Children's Service Worker to explain the registration process and to emphasize the importance of accuracy when entering the information on the electronic fingerprint vendor web site. The applicant must contact the electronic fingerprint vendor to schedule the appointment. This may be done by telephone or via the Internet.

To schedule by phone:

- a) The applicant calls 1-866-522-7067.
- b) The applicant will need to inform the electronic scan vendor that they are being printed for the Children's Division.
- c) The electronic scan vendor staff will request additional identifying information. This information is included on the authorization letter. This information includes:
  - Full name of applicant

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- Date of Birth
- Social Security Number
- ORI number - **MO920360Z**
- OCA code – This information is county specific. The [OCA code sheet](#) is located on e-forms.
- Reason Printed – 210.487 RSMo (Foster, Relative and Kinship Care Providers Only)
- Once the electronic fingerprint vendor has collected the information, a date and time for the appointment will be set.

To schedule by the Internet:

- a) Go to, [L-1 Identity Solutions, Enrollment Services Division](#)
- b) Click on the state of Missouri icon
- c) On the next screen click on **Online Scheduling** and follow the directions at each screen to continue the process. These instructions are included on the authorization letter.
- d) It is imperative that the applicant enters the correct ORI number, and then chooses the correct fingerprint reason, Adoption 43.540 or Foster Care/Kinship 210.487.
- e) The applicant must enter the correct OCA code as that information indicates where the results will be sent.
- f) Of equal importance is choosing the correct method of payment. If the applicant has been given an authorization letter that indicates that CD is paying for the fingerprinting they must choose Billing Account as the payment option in the payment method drop down box and enter the ORI number located in field #4 on their authorization letter.

The electronic scan method is the preferred method of obtaining criminal background checks. However, the card and ink method will still be available in special circumstances. Staff should be aware that this method will result in delays in receiving the criminal history. No one may be licensed or have their license renewed until criminal background results have been received. The Missouri State Highway Patrol public window is no longer an option for having

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fingerprints completed and therefore staff should not refer applicants or providers to the Highway Patrol to have prints completed.

The Division cannot pay for criminal background checks completed on biological parents or for court ordered studies on private adoptions and guardianships. The Children's Service Worker will provide authorization letter 26b to those individuals that must pay for their fingerprinting.

The completed reports will be sent to the Children's Division Background Screening and Investigation Unit, BSIU, and then forwarded to the local CD office. The correct local office is determined by the OCA Code. The MSHP response will be received first. After the FBI has completed its search, any results will be forwarded to the MSHP, who will then forward the results to BSIU.

The criminal record check may reveal open and closed record information on individuals consisting of arrests, prosecutor and court actions, correctional supervision, and release. All felony and serious misdemeanor arrests including sexual offender registration information as defined under 589.400, RSMo. All alcohol and drug related traffic offenses are considered reportable criminal offenses.

BSIU will maintain a log of all criminal background checks completed on alternative care providers and applicants.

4. The address of residence of the resource home will be entered at the Missouri State Highway Patrol's sexual offender list located on the web at: <http://www.mshp.dps.missouri.gov/MSHPWeb/Root/index.html>. The search will determine if a sexual offender is registered as residing at the address of the resource home.

***Per FBI guidelines, FBI reports can be released to local county offices and made available in court. FBI rap sheets cannot be released to contractors or to private entities.*** Even if a contractor has requested the information to complete an assessment, they are not allowed access to the report. The local office will have the responsibility to convey to the contractor one of the following:

1. The report is clear; proceed with the assessment, or
2. The report revealed something that must be explored. The contractor will then be requested to refer the family to the local office before continuing the assessment. Local office staff will then meet with the applicant and determine whether the applicant will be allowed to proceed with the application. If the applicant is selected out, the local office staff must inform the family in writing and notify the contractor:

- A. There is a delayed fingerprinting process that will be followed in the cases of the emergency placement or exigent circumstances involving a child. If there is a need to complete a Purpose Code “X” screening for emergency placement or exigent circumstances, staff should adhere to the following process:
1. The Children’s Service Worker or juvenile officer must request local law enforcement to search the Missouri Uniform Law Enforcement System (MULES) for anyone 17 years old or older residing in the household. MULES is an electronic communication system strictly used for law enforcement purposes, but permission has been granted to allow the Division access to the information in cases of emergency protective custody, where children are placed in the care and custody of CD. **In accordance with Section 210.482.2 RSMo, a child should be immediately removed from the home in which he/she has been placed if anyone 17 years old or older refuses to provide fingerprints.**
  2. The FBI has approved law enforcement to conduct Purpose Code “X” background screenings with a time-limited delay in fingerprinting due to placing a child as a result of an emergency situation. However, fingerprints **must** be submitted to the FBI within 15 days of the MULES check. To meet that deadline, the Children’s Service Worker must provide the placement provider with information to schedule their screening with the contracted electronic fingerprint vendor. When a court or Children’s Service Worker approaches a law enforcement agency about providing this type of check, the law enforcement agency is not responsible for ensuring the legitimacy of the request. Law enforcement is required to ensure the requestor is an authorized representative, and upon verification, the inquiry should be performed. Local offices should work with their multidisciplinary teams to establish protocols to fulfill the required verification process.
  3. Local offices should document and maintain the Purpose Code X Request log, CD-153. If the Children’s Division fails to keep an accurate and up to date log to account for subsequent delayed fingerprinting, or a reason that fingerprints will not be submitted (e.g., due to a disqualifying criminal history), the Division could lose the right to delay fingerprinting in the future.
- B. Examine Case net, the Missouri State Courts Automated Case Management System, for any reference to Orders of Protection filed, either for a child or adult. There are limits to the use of Case.net. Case.net is not yet statewide so will not include all county circuit courts. Also, at this time public view does not include identifiers such as social

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security and birth dates; so, it is difficult to determine whether the individual you are searching is the same as one found in Case.net.

- C. In locations where Case.net is not yet available, check with the circuit court for any pertinent information, including a record of Orders of Protection filed, both for a child or an adult. Additional circuit courts may need to be contacted if there is reason for concern. Any fee charged by the circuit court will be paid by the applicant.

Except for the specific felony convictions listed below, a criminal history, child abuse/neglect history, or other review information does not automatically preclude licensure. Staff should determine the relevance of all such findings to child caring responsibilities, and should seek guidance from supervisors. A supervisor must review and evaluate the background information if there is a record of conviction (other than those listed below) and/or child abuse and if the decision is to approve the home assessment. The supervisor's review and decision to approve/disapprove must be documented.

#### **Felony Convictions:**

Staff may not approve the application of any person in which a record check reveals that a felony conviction for child abuse or neglect, spousal abuse, a crime against children (including child pornography), or a crime involving violence, including rape, sexual assault, or homicide, but not including other physical assault or battery was determined by a court of competent jurisdiction.

Staff may also not approve the application of any person who in the past five years has had a court of competent jurisdiction determine a felony conviction for physical assault, battery, or a drug-related offense.

For the purpose of this policy, a "felony conviction by a court of competent jurisdiction" is defined as a criminal court conviction for a felony offense as defined by law in the jurisdiction that the offense took place.

In the unlikely event that it is determined that the best interest of a child would be served by placement in this setting, written approval must be obtained through supervisory lines to the Regional Office. The Regional Office must review the request and, if in agreement, forward with their recommendation to the Deputy Director for Children's Division for final consideration. Written requests should include a thorough description of the applicant's situation and why it would be in the child's best interest for an exception to be granted. If approved by the Deputy Director, IV-E funding may not be used and the Children's Service Worker will be responsible for notifying the Eligibility Specialist who will ensure that state only funds are used.

Unless a new conviction occurs, this will not affect the status of any currently licensed or certified parents, however, federal funds may not be used for foster care maintenance or

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adoption assistance payments if any of the aforementioned conditions exist. It is imperative that in those circumstances the Children's Service Worker notifies the Eligibility Specialist who will enter the correct fund code for state only funding.

**The Assessment Process Includes:**

Orientation to agency and foster care program, as contained in Pre-Service Training and given through individual interviews. Completion of 27 hours of Pre-Service Training is required of each adult desiring licensure prior to issuance of a license. All adults in the household who will have child care responsibility will be required to attend state approved foster parent training.

Obtain a photograph from family of the household members, including pets, if applicable, in front of their home. As this will be used in helping prepare a child for placement, include as much detail as possible. This photograph is to be placed with the Foster Family Profile, CD-56, under separate cover sheet and placed in the front of the Resource Provider record. The family's photograph and the Foster Family Profile, CD-56, will serve as the Foster Family Profile.

The following forms are to be reviewed with the applicant(s), agreed to by the applicant(s), signed by the applicant(s), placed in the forms section of the resource provider case record, and presented at each re-licensure to be signed and agreed to again.

- Resource Parent Acknowledgement of Home Assessment & Case File Information Access, CD-128
- Safe Sleep Practices Form, CD-117
- Resource Parent Discipline Agreement, CD-119

A copy of The Foster Parent Bill of Rights and Responsibilities, RSMo 210.566 is also to be provided to the applicant.

An exchange of information should occur between the Children's Service Worker and applicant that will promote discussion to determine if the applicant is able to parent children who have different cultural needs than the applicant. This is to be done with all applicants and should not be used to discourage an applicant from parenting trans-culturally. Record all information in the assessment.

**Determination of Capacity for Foster Parenting**

**Assessment of Motivation and Attitudes, Including:**

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- a. How and why the applicants became interested in becoming foster parents and why they are applying now;
- b. Are applicants interested in adoption;
- c. What are applicants' experiences with children;
- d. Reactions of applicants to abusing or neglecting parents;
- e. Do they understand the significance of the biological parents to the children? Are they willing to work with the child's biological parents and siblings;
- f. Are applicants comfortable in accepting both their own and the children's positive and negative feelings;
- g. Are children allowed to participate in problem solving in matters concerning their own behavior;
- h. The reason they are interested in parenting culturally diverse children and the impact of their decision on their family, extended family, friends, and neighbors;
- i. Assess applicant's life style, the ability to teach a child coping skills for their cultural heritage and give a child sense of cultural knowledge, pride, and identity;
- j. Is the applicant family financially stable.

**Physical and Personality Description, Observations of Applicants' Family and Individual Functioning**

**Life History, Including:**

- a. Past relationships with parents, siblings, extended family;
- b. Significant events, both positive and negative, as described by applicant;
- c. Prior marital relationships, if applicable. When completing ICPC assessments/home studies and the applicant is a birth parent, determine if an ex parte order or dissolution of marriage order exists which limits or denies custody or visitation rights. If such an order exists, it must be followed by the agency in planning for the child. Determine if the parent or relative/kin has had a criminal conviction of a felony violation of Chapter 566 (Sexual Offenses) or Chapter 568 (Offenses Against the Family) when that child was the victim (courts may not award custody or visitation to a parent who has such a conviction in a proceeding for marriage dissolution, legal separation, or child support).

- d. Their own nationality and sense of cultural identity, knowledge of other identities, cultures, and the significance of these inter-relationships.

**Current Relationships:**

- a. What is the applicant's life style practices, including sexual orientation, culture, and leisure activities;
- b. Discuss family interaction, including husband and wife, children, and extended family; stability of marriage;
- c. Discuss family interaction with the community, including school, neighborhood, and larger community;
- d. What support systems are available to applicants;
- e. Evaluate the cultural composition of the neighborhoods, including schools, churches, child care centers, and other organizations with which the child would interact. Evaluate with applicants how these resources can be used to benefit the child's diverse cultural needs;
- f. Relative or kinship provider ability to protect the child from the parent, and ability to maintain contact with the parent, where appropriate.
- g. Discuss family pets and the importance of pets to the child.

**Discuss Family Interaction with the Community, Including School, Neighborhood, and Larger Community:**

- a. What support systems are available to the applicants?
- b. Evaluate the cultural composition of the neighborhoods, including schools, churches, child care centers, and other organizations with which the child would interact. Evaluate with the applicants how these resources can be used to benefit the child's diverse cultural needs.

**The Foster Child as a Family Member:**

- a. What is of most importance to the applicants in the maintenance of their household routines?
- b. What behavior in a child is intolerable to them?
- c. Can applicants set limits but at the same time remain flexible? (Some children respond best to highly structured environments and others need more freedom.)

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- d. What are the applicants' expectations of a child? (Include personality, achievement, and affect-based response.)
- e. For how many children do the applicants want to provide care? More if siblings? (Keep in mind the six children limit for foster homes; seven - twelve children for foster family group homes.)
- f. If there are birth or adopted children, how do they feel about their parents providing care to foster children, and has this been discussed thoroughly with them? (At least one interview with children already living in the home is required.)
- g. How do grandparents view the addition of foster children?
- h. Determine applicant's understanding and knowledge of the development and behavior of children through a discussion of the following general parenting skills:
  - Parent structures environment so that it is safe and healthy for the child;
  - Parent expresses positive feelings toward the child verbally and physically;
  - Parent recognizes and responds appropriately to the child's verbal and physical expressions of needs and wants;
  - Parent consistently uses basic behavior management techniques in dealing with the child;
  - Parent consistently uses appropriate techniques to discipline the child and refrains from corporal punishment;
  - Parent guides child toward increasing independence; and
  - Parent behaves in a way that recognizes the immaturity of the child.

**Discipline:**

- a. How were applicants disciplined as children and by whom? Have the applicants recall some of their feelings about these methods of discipline.
- b. Is the discipline they now use the same as they themselves received? Have they changed their methods, and if so, how and why?
- c. Do the applicants understand corporal punishment is not allowed?

**Money Management:**

- a. How do the applicants manage their money?
- b. What are the family members' roles in management?
- c. Do they have income sufficient to support all members of the family?

**Health:**

- a. What are the applicants' attitudes toward medical care and good health practices?
- b. If there are health problems, how do the family members cope with them? If there is a disability, how do other family members compensate?
- c. Secure from their physician a health statement for each member of the family on the prescribed form.
- d. History of hospitalization for either physical or emotional problems.
- e. History of treatment for any psychiatric problem.
- f. History of treatment for any form of substance abuse.

Pursuant to section [210.496 RSMo.](#), disability or disease of an individual cannot be the basis for a determination that an applicant is unfit or not suitable to be a foster parent without a specific showing that the disability or disease causes a substantial and significant risk of harm to a child or an inability to be a foster parent.

**Employment:**

- a. Discuss employment with applicants.
- b. If both are employed, what are the child care plans for foster and natural children?
- c. Secure from employer a statement verifying employment and job performance, using the Employee Reference Questionnaire, CS-101c.

**Religion:**

- a. What are the applicants' religious preferences, practices and attitudes?
- b. Would children placed in the home be allowed to pursue their own religious beliefs?

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### **Children in the Home:**

- a. What is the applicant's educational preference (i.e. public school, home-schooling, private schooling)?
- b. What is the school history of each child in the home?
- c. What are the applicant's thoughts on the importance of education on a child's future?
- d. What is the development and adjustment of each?

### **The Home and Community:**

- a. Describe the home, adequacy of space, type of furnishings, state of repair, housekeeping conditions, the surroundings and the neighborhood.
- b. Describe the room intended for a foster child and its furnishings and size.
- c. Give a brief description of the community. (Consider economic level, moral influence, housing standards, health conditions, recreation, school, and church.)
- d. Is there access to special resources such as diagnostic clinics, therapists, and special medical facilities?
- e. For Foster Family Group Homes, complete and submit forms Request for Fire and Safety Inspection, CS-101i, and when necessary, Request for Sanitation Inspection, CS-101j, to respective agencies.

### **References:**

- a. References should be contacted late in the home assessment process to avoid unnecessary embarrassment for the applicant in case of early disapproval.
- b. At least three references unrelated to the applicant must be provided with the Personal Reference Questionnaire, CS-101f. If the family has children, provide a School Reference Request, CS-101e to each child's teacher.
- c. How long have they known the family and in what capacity?
- d. What are the references' opinions of the applicants' relationship with each other and the stability of their marriage?
- e. What is the reference's opinion of the applicants' ability to parent their own children, as well as a foster child?

Title: Child Welfare Manual  
Section 6: Resource Development  
Chapter 3: Resource Family Assessment & Licensing Process  
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- f. If names for adult children no longer residing in the home were submitted in Section II on the Foster/Adopt Home Assessment Application, CS-42, the worker may mail each one a CS-101f to provide an opportunity for comment.

### **Evaluation**

Using the statements of the applicants, the statements of the references and your own observations, assess and summarize whether these applicants are capable of meeting the needs of and providing opportunities for the healthy growth and development of a child(ren) coming into the custody of the Division. Assess and summarize applicants' strengths and weaknesses such as:

- a. Their capacity to make a child a part of the family;
- b. Their capacity to work with biological parents;
- c. Their capacity to understand and handle problems; and
- d. Their warmth, love, understanding and ability to foster a FAMILY, not just a child.

Assess and summarize the family, the physical environment and other issues that assure compliance with foster family home licensing rules.

### **Recommendation**

- A. Selected In as a resource provider for the Children's Division:

Explain to the applicant the recommendation of their home to be a resource home regarding the number, age and sex of child or children the applicants could best serve to prospective foster parent.

- B. Selected Out as a resource provider for the Children's Division:

Explain recommendation if it is to deny an individual or family as applicants, remembering that such a decision should not be a surprise to the applicants. Such a recommendation can be made any time during the home assessment process. Also, remember that the worker should be honest with the applicant regarding the decision, recognizing the applicant's sensitivity and tolerance.

Selection out of foster parenting services requires the Children's Service Worker to be prepared to provide documentation of facts that support the applicant(s) is not in compliance with Statute, Rule and Policy if the applicant(s) should request a fair hearing to pursue a grievance of the decision.

Title: Child Welfare Manual  
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**Chapter Memoranda History:** (prior to 01-31-07)

[CD04-05](#), [CD04-63](#), [CD04-79](#), [CD04-96](#), [CD05-76](#)

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[CD10-65](#), [CD10-116](#), [CD11-22](#), [CD11-107](#), CD12-46

The licensing rules can also be found on the [Secretary of State website](#).

## **Attachment B: Foster Family Home Licensing Rules**

Title 13 - Department Of Social Services

Division 35 – Children’s Division

Chapter 60 - Licensing of Foster Family Homes

### **13 CSR 35-60.010 Family Homes Offering Foster Care**

Purpose: This rule explains that the Children’s Division is responsible for licensing foster homes. Terms used for this purpose are defined. The rule also gives procedures for approval, denial or revocation of a license.

#### **(1) Approval of License:**

- (A) As required in sections 210.481 - 210.536, RSMo, any individual(s) planning to offer twenty-four (24) hour care to one (1) or more foster children must submit signed application forms.
- (B) Any applicant and any household member age seventeen (17) and older and any child less than seventeen (17) who has been certified as an adult for the commission of a crime, or has been convicted or pled guilty or *nolo contendere* to any crime, shall submit signed release forms and two (2) sets of fingerprints for the purpose of obtaining background screening for Child Abuse and Neglect, criminal and circuit court records.
  - 1. Two (2) sets of fingerprints shall be sent to the Missouri Highway Patrol for criminal background checks.
  - 2. Subject to appropriation, the total cost of fingerprinting required by section 210.487, RSMo Supp. 2005 may be paid by the state including reimbursement of person incurring the cost of fingerprinting under this subsection.
- (C) Upon compliance with the licensing law and regulations, the director shall authorize issuance of a license for a term not to exceed two (2) years, subject to renewal on expiration.
  - 1. The license is not transferable and applies only to the individual(s) to whom it is issued. A license will be issued to either married couples or a single individual. Only one (1) license can be issued per household. All adults in the household who will have child care responsibility will be required to attend state approved foster parent training.

2. The license is the property of the Division and is subject to revocation upon failure of the individual(s) to comply with licensing requirements.
3. The license shall be kept on the premises of the home.
4. The number, sex, and age range of foster children the home is authorized to accept for care shall be specified on the license and shall not be exceeded except for the temporary placement of a sibling or mother and child family groups. The foster family shall be able to indicate age and gender preference.
5. There shall be no fee for the license or investigations conducted by the personnel of the Division or providers contracted by the Division.
6. An identification card shall be issued to each foster parent at the time of initial licensure or renewal, verifying current licensing status. Should another agency recommend the issuance of licensure, it is the responsibility of the Division to determine final approval of licensure, and process the issuance of the identification card.

**(2) Denial, Suspension or Revocation of License:**

- (A) Any person aggrieved by a final decision of the Division made with regard to license issuance, license suspension, license revocation, or license denial shall be entitled to a hearing and review by the director or his/her designee.
- (B) Written notice, specifying the reasons for denial, suspension, or revocation, shall be provided ten (10) days prior to the effective date of the action. Any notice for suspension or revocation shall be given ten (10) days prior to the effective date of the action. If a written request for a hearing is received within thirty (30) calendar days from the date of notice, a hearing will be provided.
- (C) The Division will retain the option not to renew a foster home license in cases where there has been a voluntary suspension for one (1) year or more or if a licensed foster home has not accepted a placement over a two (2) year period.
- (D) Any person wishing to appeal the administrative decision of the Division shall be entitled to judicial review thereof provided in Section 210.526, RSMo 2000.

**(3) Utilization of Home:**

- (A) The granting of a license does not guarantee placement of a child.

(B) Placement decisions shall be made at the discretion of the Children's Division and/or Juvenile Court in the best interest of the child based on a totality of circumstances. Parental preferences will be taken into consideration in selecting the placement provider.

#### **(4) Exemption**

Any foster home that is exempt from licensing under sections 210.481 through 210.536, RSMo 2000, but receives a payment from the Division under section 207.020.1(17) shall comply with these rules and regulations.

Auth: section 210.486, RSMo (Supp. 1982). Original rule filed May 10, 1978, effective Sept. 11, 1978. Amended: Filed June 28, 1983, effective Nov. 11, 1983. Amended: Filed July 6, 1988, effective Sept. 29, 1988. Amended filed Dec. 15, 2006, effective Jan. 30, 2007.

### **13 CSR 35-60.020 Number of Children**

Purpose: This rule tells the ages and number of children to be kept in a foster home. It also lists exceptions.

- (1)** The maximum number of children in a foster home shall not exceed six (6), including the foster parents' children, counting "child" as any individual under age eighteen (18), with the following exceptions:
  - (A) Foster children sibling groups; and
  - (B) Minor mother and child family groups.
- (2)** Foster parent(s) shall not provide care for more than two (2) children under age two (2) and no more than four (4) under the age of five (5) unless necessary to accommodate a sibling group on a temporary basis.
- (3)** Any foster home exceeding the regulated total numbers at the time these regulations are adopted shall continue to qualify for license if all other requirements are met. Additional foster children shall not be placed in these homes until such time as they can comply with this rule.
- (4)** Foster parents shall notify the division of all contracts for the care of children held at the time of application for an initial license or gained after licensure.
- (5)** If a licensed foster parent is dually licensed as a child care provider, no foster child under the age of seven (7) may be placed in that home unless necessary to accommodate a sibling group on a temporary basis. The number of foster children shall not cause the dually licensed provider to exceed child care licensed capacity

Auth: section 210.486, RSMo (Supp. 1982). Original rule filed May 10, 1978, effective Sept. 11, 1978. Amended: Filed June 27, 1983, effective Nov. 11, 1983. Amended filed Dec. 15, 2006, effective Jan. 30, 2007.

### **13 CSR 35-60.030 Minimum Qualifications of Foster Parent(s)**

Purpose: This rule explains who can qualify to be a foster parent. It gives the health and foster parent training requirements, standards of living, and personal information required.

**(1) Age of Foster Parent(s):** Applicant(s) shall not receive a license when both are younger than twenty-one (21), except as provided for relative care in section 210.565, RSMo Supp. 2005.

**(2) Citizenship Status of Foster Parent(s):** Applicant(s) to provide foster care must be a citizen of the United States, either through birth or naturalization or be able to verify lawful immigration status.

#### **(3) Personal Qualifications Required of Foster Parent(s):**

(A) Foster parent(s) must be able to acquire skills and demonstrate performance based competence in the care of children including but not limited to:

1. Protecting and nurturing;
2. Meeting developmental needs and addressing developmental delays;
3. Supporting relationships between children and families;
4. Connecting children to lifetime relationships; and
5. Working as a member of a professional team.

(B) Foster parents shall cooperate with the division in all inquiries involving the care of the foster children. The foster parents' ability to meet these competencies shall be re-evaluated at each relicensure.

(C) Foster parent(s) shall be responsible, mature individual(s) of reputable character who exercise sound judgment, display the capacity to provide good care for children and display the motivation to foster.

#### **(4) Health of Foster Family:**

(A) At the time of application for an initial license and at the time of license renewal, foster parents shall authorize their physician to submit a statement on a prescribed form, regarding his opinion of the mental health of each foster family member and certifying that a physical examination was

completed within the past year and that all household members were free from communicable disease or are not a threat to the health of foster children and are up-to-date on all immunizations. If any member of the family is not up-to-date on immunizations, there must be a statement from the family physician indicating that the health of foster children is not at risk. A tuberculosis (TB) test and chest x-ray may be completed, if recommended by the physician.

- (B) Foster parents and all foster family members must be determined by a physician to be in good physical and mental health. The licensing agency shall review the examination reports.
- (C) If the licensing agency has reason to question the physical or mental health of any member of the foster family, the agency shall require additional mental or physical evaluations.

**(5) Foster Parent Training:**

- (A) Pre-Service Training: Prior to licensure each adult with parenting responsibilities is required to successfully complete a competency based training approved by the licensing agency.
- (B) In-Service Training: To maintain a foster home license each foster parent shall meet performance based criteria as part of a professional family development plan and complete a prescribed number of foster parent training hours as approved by the licensing authority during each two (2) year licensure period. The subject of training shall be directly tied to the foster parent professional development plan and related to the needs and ages of children in their care.

**(6) Personal Information Elicited in the Home Study**

The personal information elicited in the home study shall include but not be limited to:

- (A) Family size and household composition of the foster family;
- (B) Ethnic and racial background of the foster family;
- (C) Religious preferences and practices of the foster family;
- (D) Lifestyles and practices, including sexual orientation, of the foster parent(s);
- (E) Educational practices of the foster family; and
- (F) Employment of the foster parent(s).

**(7) Parenting Skills Information Elicited in the Home Study:**

- (A) Foster Parent structures environment so that it is safe and healthy for the child;
- (B) Foster Parent expresses positive feelings toward child verbally and physically;
- (C) Foster Parent recognizes and responds appropriately to child's verbal and physical expressions of needs and wants;
- (D) Foster Parent consistently uses basic behavior management techniques in dealing with child;
- (E) Foster Parent consistently uses appropriate techniques to discipline child and does not use or will not use corporal punishment on any child in the custody of the division;
- (F) Foster Parent guides child toward increasing independence; and
- (G) Foster Parent behaves in a way that recognizes the immaturity of the child.

- (8)** All information which is collected by the division in the licensing study will be condensed to comprise a foster home profile which will be available to team members when children are placed into the care of the division, in order for placement decisions to be made in the best interests of the child. The profile will not contain any protected health information, financial information, or information on biological or adopted children of the foster family.

Auth: section 210.486, RSMo (Supp. 1982). Original rule filed May 10, 1978, effective Sept. 11, 1978. Amended: Filed Dec. 14, 1982, effective Mar. 11, 1983. Filed June 28, 1983, effective Nov. 11, 1983. Amended: Filed June 2, 1988, effective Aug. 25, 1988. Amended filed Dec. 15, 2006, effective Jan. 30, 2007

**13 CSR 35-60.040 Physical Standards for Foster Homes**

Purpose: This rule explains what is required in a physical structure. It further describes sleeping arrangements, and fire and safety requirements.

**(1) General Requirements:**

- (A) The foster parent(s) shall be so located that they have access to schools, recreational, religious, or other community resources.
- (B) The home shall be so constructed, arranged and maintained as to provide adequately for the health and safety of all occupants. It shall be of size and

space, and shall have furnishings and equipment, to accommodate comfortably both the foster family and foster children in their care.

- (C) The Division may require inspection of the home by fire, health, sanitation, or safety officials when in the agency's judgment, such expert opinion is needed to assist in making a decision about the safety of the home for the care of foster children. The home must comply with all local, county and state ordinances.
- (D) All flammable liquids, matches, cleaning supplies, poisonous materials, medicines, or other hazardous items shall be stored so as to be inaccessible to the children, taking into consideration the age and mental capacities of the children.
- (E) Private water supply shall be safe for human consumption and testing may be required at the time of licensing. The cost of testing will be covered by the applicant. If the private water supply is found to be unsafe for human consumption, an alternative source for drinking water shall be made available.
- (F) The interior of the home shall be free from an accumulation of visible dirt and any evidence of vermin and rodent infestations.
- (G) All rooms shall have proper lighting and ventilation. Windows and doors shall be screened as needed unless the area is air-conditioned.
- (H) All interior doors shall be designed to permit the opening of a locked door from the outside in an emergency.
- (I) The home shall have space for indoor play and access to outdoor play space. The outdoor play space shall be fenced when, in the judgment of the Division, nearby street traffic, railroad tracks, lake, river, swimming pool, or other potential hazards suggest the necessity for such protections.
- (J) Mobile homes –
  1. There shall be an exit(s) at each end(s) of the home.
  2. The mobile home shall be skirted with latticed or solid skirting, and securely anchored by cable to the ground.

**(2) Sleeping Arrangements:**

- (A) Foster children shall not be permitted to sleep in any building, apartment or other structure which is separate from the foster family home; nor shall any foster child be permitted to sleep in an unfinished attic, in an unfinished

basement, or in a hall or any other room which is normally used for other than sleeping arrangements.

- (B) Foster children shall not be permitted to sleep in finished basement bedrooms or in bedrooms above the second floor of a single family dwelling unless suitable provision has been made for heating, ventilation and humidity control, and all exits from these bedrooms have been approved by the Division.
- (C) At night a responsible adult shall sleep within call of the foster children.
- (D) Foster children of the opposite sex, who are six (6) years of age or older, shall not sleep in the same room. The best interest of the child in terms of safety and appropriateness must be considered with the age of any child.
- (E) Foster children two (2) years of age or older shall not sleep in the bedroom of the foster parent(s) except for special temporary care, such as during a child's illness. Foster children should never sleep in a bed with foster parents.
- (F) Each bed or crib shall be of a size as to insure comfort of the foster child, shall have a firm mattress or an orthopedic supportive surface, in good, clean condition, with waterproof covering, if needed, and suitable covers adequate to the season.
- (G) Each foster child under age two (2) shall have a separate bed. Each foster child over age two (2) shall have bed space equivalent to one-half (1/2) of a full-size bed. The abuse and neglect history of each child should be taken into consideration before allowing them to share a bed with another child.
- (H) Separate and accessible drawer space for personal belongings and closet space for clothing shall be available for each foster child.

**(3) Fire and Safety Requirements:**

- (A) All foster homes shall have a working telephone in the home or an agency approved form of emergency contact.
- (B) In all foster homes the telephone numbers of the fire department, police, doctor and ambulance shall be posted at all times. The house number shall be plainly visible from the street in case of emergency.
- (C) The foster family shall have a plan for evacuation in case of fire. Foster children shall be instructed in the evacuation plan. The plan shall be posted. Fire drills shall be held.

- (D) Every room used for sleeping, living or dining purposes shall have at least two (2) means of exit, at least one (1) of which shall be a door or stairway providing a means of unobstructed travel to the outside. An operable window will be considered as one (1) means of exit.
- (E) No room or space shall be occupied for living or sleeping purposes, which is accessible only by a ladder, folding stairs, or through a trap door.
- (F) In apartment buildings, where the foster family residence is second floor or above, there shall be an exit stairway.
- (G) An operable smoke detector, with batteries installed, shall be installed at a location where sleeping areas can be alerted.
- (H) A charged, portable ABC fire extinguisher of at least five (5) pound capacity shall be located near the kitchen area.
- (I) Heating appliances shall not be located in a place that blocks escape in case of malfunctioning which could result in a fire.
- (J) Fireplaces, wood stoves, heaters, radiators, or floor furnaces shall be protected as required by the fire inspector.
- (K) A carbon monoxide detector shall be required in all homes with gas appliances.

**(4) Weapons Requirements:**

- (A) Any and all firearms and ammunition shall be stored so as to be inaccessible to children. Foster parents shall store ammunition separately from any weapons. Firearms and ammunition shall be stored in locked areas or cabinets with keys secured so as to be inaccessible to children.
- (B) No firearms shall be kept in any vehicle transporting (unless weapons are inaccessible to the foster child – i.e. in a locked glove box or other locked container or in the trunk of the vehicle) or on any person providing care or supervision to foster children. (An exception will be made for any person transporting a foster child who must carry a weapon as part of their job responsibilities – i.e. law enforcement officers.) No firearms possessed in violation of a state or federal law or local government ordinance shall be present at any time in the home, on any household member, or in any vehicle in which the children are riding.
- (C) Weapons storage shall be made available for external viewing by Children's Division staff in order to assure weapons are inaccessible to children.

Auth: section 210.486, RSMo (Supp.1982). Original rule filed May 10, 1978, effective Sept. 11, 1978. Amended: Filed June 28, 1983, effective Nov. 11, 1983. Amended: Filed Dec. 15, 2006, effective Jan. 30, 2007.

### **13 CSR 35-60.050 Care of Foster Children**

Purpose: This rule describes the quality of care to be provided by foster parent(s). It further lists the division's expectations concerning education and training, moral and religious training, discipline, chores and work, recreation and leisure, earning and spending money, supervision and transportation. Responsibilities of foster parents to the legal custodian are also listed.

- (1) Foster parents shall cooperate in the Division's delivery of social services to the foster child's family.
  - (A) Foster parent(s) shall actively participate in the Family Support Team meetings either through attendance or, in lieu of physical attendance, written or oral input.
  - (B) The foster parent(s) shall notify the licensing agency within two (2) weeks of any pertinent change in family situation including, but not limited to, a change in address, telephone number, employment, household composition, marital status, arrest, convictions or guilty pleas.

#### **(2) Physical Care:**

- (A) The foster parent(s) shall work with the agency to provide all necessary medical and dental care for each child:
  1. The foster parent(s) shall obtain a medical and dental examination for the child immediately following placement and at least annually thereafter in cooperation with the placing agency.
  2. The foster parent(s) shall keep the agency informed of any health needs of the child.
  3. The foster parent(s) shall respond to emergency medical needs in accordance with agency policies and procedures and/or local legal requirements.
  4. The foster parent(s) shall not disclose confidential medical and social information.
  5. The foster parent(s) shall maintain a medical file on each foster child placed in the home. The file is to follow the child in the event of removal from the foster home.

- (B) The foster parent(s) shall provide a routine for foster children for the establishment of good personal hygiene.
- (C) The foster parent(s) shall provide food of quality and quantity sufficient to meet the nutritional requirements of the foster child according to his/her age and activities. All foods shall be prepared, served and stored under sanitary conditions.
- (D) The foster parent(s) shall provide clothing appropriate to the foster child's age and of quality and quantity similar to other children in the community. Where it is appropriate and possible, foster children should be allowed to participate in the selection of their own clothing. The possessions and clothing of the foster child shall follow the child in the event of removal from the foster home.
- (E) Care of foster children shall not be combined with regular part-time or full-time care of other children, non-related aged individuals or with any other service or business conducted in the home without the written approval of the licensing agency.

**(3) Education and Training:**

- (A) The educational and vocational plan for the foster child shall be determined by the Family Support Team, including at minimum; the legal custodian (the individual or agency having responsibility for the care, custody and control of a child) or the representative of the licensed child placing agency, the parent(s), foster parent(s), juvenile officer, and child of appropriate age, twelve (12) and above. Planning will be focused on what is in the best interest of the child and in accordance with section 167.031 RSMo.
- (B) The Children's Division and Juvenile Office shall be informed of any education plan other than that which takes place in the traditional public school setting.
- (C) Foster parent(s) shall observe the legal requirements and the plan of school attendance developed by the Family Support Team in accordance with state law.
- (D) Foster parent(s) may "act as the parent" on behalf of the foster child in the development of an Individualized Education Plan (IEP). The foster parent acting as the parent may represent a child in all matters relating the identification, evaluation, educational placement and the provision of a free, appropriate, public education for the child.
- (E) Foster parent(s) shall maintain a school file for the foster child. The file is to follow the child in the event of removal from the home.

**(4) Moral and Religious Training:**

- (A) Foster parent(s) shall provide for the moral training of foster children in care and shall make opportunities available for religious education and attendance of services compatible with the child's religious heritage; provided that this training would not be injurious to the foster child's physical, mental, or emotional health.
- (B) A Foster parent(s) shall support a foster child's cultural identity and individuality in foster care.

**(5) Discipline:**

- (A) Discipline shall be used in a constructive, fair and consistent manner. Foster parents shall not use corporal punishment against foster children.
- (B) No foster child shall be subjected to verbal abuse, threats of corporal punishment, derogatory remarks about himself/herself or members of his/her family, threats to withhold family visits, threats to expel the child from the foster home or the withholding of food, shelter or clothing.
- (C) No foster child shall be subjected to abuse or neglect as defined in section 210.110 through 210.165, RSMo (Supp. 2005).
- (D) No child shall be permitted to discipline another child in a foster home.
- (E) No foster child shall be deprived of mail or family visits as a form of discipline.

**(6) Chores and Work:**

- (A) No foster child shall be used for soliciting funds or in any other manner exploited by the foster family.
- (B) The foster parent(s) shall provide work and chore experience for foster children that is appropriate to the age, health and abilities of each individual child. Chores and work shall not interfere with the foster child's time for school, study periods, play, sleep, normal community contacts, or visits with his/her family.
- (C) The foster parent(s) shall differentiate between chores which foster children are expected to perform as their share in family living and specific work assignments or opportunities as a means of earning money either in or outside the foster family.
- (D) The foster parent(s) shall not require or permit work, which requires the foster child to operate dangerous or hazardous equipment or machinery unless adequate safety equipment and proper adult supervision are provided.

- (E) Foster children shall not be required to perform chores or work which is different in amount and type from the community standard for other children.

**(7) Recreation and Leisure:**

The foster parent(s) shall provide opportunities for social and physical development through recreation and leisure time activities.

**(8) Earning and Spending Money:**

- (A) The foster parent(s) shall make every reasonable effort to provide opportunities for experience in earning, spending and saving money based on age and individual requirements of each foster child.
- (B) The foster parent(s) shall not require an employed foster child to pay room and board.
- (C) Foster children shall not be permitted to drive any vehicle without insurance coverage and a proper operator's license.
- (D) Foster children shall not be permitted to own or operate firearms or motor vehicles without written authorization from the legal custodian and proper training.

**(9) Supervision:**

- (A) The foster parent(s) shall provide and ensure safe and adequate supervision at all times appropriate to the foster child's age and individual needs.
- (B) The foster parent(s) shall comply with all Family Support Team recommendations and court orders regarding visitation plans; any exceptions require approval from the legal custodian.

**(10) Transportation:**

- (A) The foster parent(s) shall provide proper insurance coverage if foster children are transported in a private vehicle. Safety standards for the vehicle shall be within minimum requirements of the law and the vehicle shall be operated by a person with a valid operating license.
- (B) All children shall be secured in the car by car seats or seat belts as required by law.
- (C) The foster parent(s) shall cooperate with the agency in providing transportation as indicated by the individual needs of each foster child, such as medical and dental appointments, educational or training programs, and counseling.

**(11) Responsibility of Foster Parent(S) to Child's Legal Custodian:**

- (A) The foster parent(s) shall keep the legal custodian informed of the foster child's progress while in their care. They shall consult with the legal custodian regarding care, training, and plans for the foster child whenever more than the day-to-day routine is involved.
- (B) The foster parent(s) shall consult with the legal custodian before taking or allowing the foster child to go on vacation trips or visits to the foster child's relatives.
- (C) The foster parent(s) shall secure the approval of the Children's Division worker, supervisor or designated case manager before making plans for the care of the foster child by other persons for any period in excess of twenty-four (24) hours.
- (D) The foster parent(s) shall notify the legal custodian immediately of emergencies involving the foster child. This requirement in no way relieves the foster parent(s) from first taking action, such as obtaining emergency medical treatment for the child before notifying his/her legal custodian. This includes serious illness or injury requiring medical treatment, unauthorized absence from the home, or other situations in which sound judgment dictates that the legal custodian be notified.
- (E) The foster parent(s) shall allow the legal custodian a reasonable period of time in which to make suitable plans for the foster child when the foster parents have requested the child's removal. The foster parent(s) shall give the legal custodian two (2) weeks advance written notice when requesting removal of a child unless there is an emergency. The advance written notice must include an explanation of the reason why the foster parent is requesting the child's removal.
- (F) Foster children shall not be permitted to use or be known by the foster parent(s) surname, unless the child, child's parent(s) and legal guardian give their consent in writing.
- (G) The foster parent(s) shall notify the legal custodian at least thirty (30) days prior to moving out-of-state.

Auth: section 210.486, RSMo (Supp. 1982). Original rule filed May 10, 1978, effective Sept. 11, 1978. Amended: Filed June 28, 1983, effective Nov. 11, 1983. Amended: Filed Dec. 15, 2006, effective Jan. 30, 2007.

**13 CSR 35-60.060 Records and Reports**

Purpose: This rule requires that foster parents keep records on children placed in their care. The Division assistance is required in this matter. The record's contents are listed in this rule.

**(1) General**

A record shall be developed by the Division on each foster child and given to the foster parent(s) at the time of placement. As additional information is available, it shall be given to foster parent(s). This record shall be maintained by the foster parent(s) throughout the placement and shall follow the child in the event of removal from the foster home.

**(2) Contents:**

- (A) Foster child's name, birth date, date of placement, county of original jurisdiction, placement county, case manager's name and office telephone number and an after hours telephone number for the case manager.
- (B) Full name and address of the biological and/or legal parent(s) and other interested and responsible relatives where appropriate.
- (C) All medical and dental information, including but not limited to diseases, surgical history, allergies, immunizations, psychosocial history and mental health history.
- (D) The foster child's school records, rewards, pictures, church records, or any special items that will help to document the child's background.

Auth: section 210.221 RSMo (1955). Original rule filed May 10, 1978, effective Sept. 11, 1978. Amended: Filed Dec. 15, 2006, effective Jan. 30, 2007.

**13 CSR 35-60.070 Foster Care Services for Youth with Elevated Needs**

Purpose: This rule defines foster care services for youth with elevated needs.

**(1) Definitions for the purpose of this regulation:**

- (A) Family Support Team (FST) – The group of individuals assembled to participate in a Family Support Team Meeting, a meeting convened by the division or children's services provider on behalf of the family and/or child for the purpose of determining service and treatment needs, determining the need for placement and developing a plan for reunification or other permanency options, determining the appropriate placement of the child, evaluating case progress, and establishing and revising the case plan.

- (B) Foster Youth with Elevated Needs – A program designed for youth with identifiable and documented moderate or serious emotional and/or behavior needs requiring intensive and individualized intervention to succeed in a community-based family setting and to achieve their goal of permanency. There are two (2) levels available to meet the child specific needs: Level A and Level B.
- (C) Psychiatric Hospital – A hospital which provides diagnostic and treatment services consistent with the needs of the child. This is the most restrictive placement option utilized by the Children's Division.
- (D) Medical Foster Care – A licensed foster home utilized to meet the needs of a child with extraordinary medical needs. Medical foster parents shall have a foster parent license and receive training from qualified medical care providers specific to the unique medical needs of the child.
- (E) Residential Care Facility – A facility providing twenty-four (24) hour care in a group setting to children who are unrelated to the person operating the facility and unattended by a parent or guardian.
- (F) Traditional Foster Home – A private residence of one (1) or more family members providing twenty-four (24) hour care to one (1) or more, but less than seven (7) children who are unattended by parent or guardian and unrelated to either foster parent by blood, marriage, or adoption.
- (G) Selection/Screening Team – A team constituted to evaluate a youth's appropriateness for a higher level placement. The composition of the team shall be determined by the Children's Division and shall take into consideration the type of expertise necessary to assess the unique needs of the youth being assessed. The team shall include the following individuals: case manager, supervisor, and the circuit or regional specialist or designated facilitator.
- (H) "Youth or "Child" – A person within the state who is under the age of eighteen (18), or in the custody of the children's division to a maximum age of twenty-one (21).

## **(2) Process for Determining Youth with Elevated Needs.**

- (A) Children in need of foster care will be placed in the least restrictive setting in a traditional foster home. In the event that the child's condition or behaviors indicate that the child requires a higher level of care, the Children's Division will assess the youth's needs to determine which is the least restrictive, but most appropriate placement to meet the needs of the particular youth based on available resources. The Children's Division may conduct an elevated needs assessment on the recommendation of

the child's family support team, any member of the family support team or at the written request of the child's resource provider.

(B) The selection/screening team will decide if the youth is an appropriate candidate for the program by considering the individual needs of the youth, the presenting behaviors of the youth, and the impact such behaviors have in the placement setting. Youth eligible for elevated needs should have more than one presenting problem as listed in Presenting Problems Displayed By the Youth with Elevated Needs –Level A and Presenting Problems Displayed By the Youth with Elevated Needs –Level B sections of this regulation.

(C) Upon evaluation the selection/screening team shall conclude:

1. That the youth is not appropriate for the program;
2. That the youth is appropriate, but a compatible home is not available in the county of origin or nearby counties; or
3. The youth is appropriate, and there is a compatible home.

**(3)** Payment will be made for the least restrictive level of care found to be appropriate for the youth as determined by the screening team. The resource provider will only receive payment for one (1) level of care for the youth. The division will not make multiple payments for the same level of care to the same provider for the same youth.

**(4) Characteristics of a Youth with Elevated Needs-Level A.**

(A) Youth with Level A Elevated Needs require significantly greater structure and supervision and are significantly less able to assume responsibility for their daily care than youth in traditional foster care. These youth typically, but not always, have experienced multiple out-of-home placements. Youth appropriate for Level A fall into one of two categories:

1. Youth presently in a residential setting who may be moved to a less restrictive setting, but are not reasonably able to effectively function in a traditional foster home or in their parents' home; or
2. Youth who lack a viable placement in a traditional foster family home or in their family home because of their presenting problems would be placed in a residential setting unless an available Level A foster home can be found.

**(5) Characteristics of a Youth with Elevated Needs-Level B.**

(A) Youth with Level B Elevated Needs have significantly serious emotional and/or behavior problems that require the twenty-four (24) hour availability of a highly-skilled Level B resource parent. These youth:

1. Because of their presenting problems, would be placed in a level III or above residential treatment facility or psychiatric hospital; and
2. Have been discharged from a residential treatment facility or psychiatric hospital and are unable to function effectively in a traditional foster home.

**(6) Presenting Problems Displayed By the Youth with Elevated Needs –Level A.**

Level A children have a documented history of presenting behaviors which render the child unable to effectively function outside of a highly structured setting. Examples of behaviors which the Children’s Division may consider include, but are not limited to:

- (A) Significant behaviors which if not modified could result in the youth being designated as a status offender/juvenile delinquent;
- (B) History of irresponsible or inappropriate sexual behavior, which has resulted in the need for extraordinary supervision;
- (C) Significant, extraordinary threatening, intimidating, or destructive behavior which is demonstrated by multiple incidents over a period of time;
- (D) Significant and extraordinary oppositional and/or defiant behaviors when dealing with authority figures which pose a significant risk to the health and safety of the child or to others;
- (E) Significant and extraordinary problems with peer-to-peer interactions which pose a significant risk to the health and safety of the child and/or his or her peers;
- (F) Significant and extraordinary behavioral and academic problems at school that affect academic achievement or social adjustment;
- (G) Significant and extraordinary conduct problems with lying, stealing, or manipulating;
- (H) Significant and extraordinary problems with his or her ability to control and/or appropriately express anger;
- (I) Significant problems with the abuse of alcohol and controlled substances;

- (J) Oppositional behavior which contribute to placement disruptions and the inability to function productively with peers, parent figures, birth family, etc.;
- (K) Any of the above behaviors, coupled with medical problems; or
- (L) Any of the above behaviors displayed by one (1) or more youth within a sibling group, qualifying the entire sibling group for placement together, if appropriate. However, not all of the youth within the sibling group would be eligible for the Level A maintenance rate.

**(7) Presenting Problems Displayed By the Youth with Elevated Needs –Level B.**

Level B children have a documented history of presenting behaviors or diagnoses which render the child unable to effectively function outside of a highly structured setting. Examples of behaviors or diagnoses which the Children’s Division may consider include, but are not limited to:

- (A) History of suicide or currently having suicidal thoughts, statements and/or gestures;
- (B) Affective disorders;
- (C) Attention Deficit Disorder;
- (D) Post Traumatic Stress Disorder;
- (E) Eating disorder;
- (F) Panic disorders;
- (G) Fears/phobias;
- (H) Obsessive/Compulsive Disorders;
- (I) Oppositional Defiant Disorders;
- (J) Depression/withdrawal;
- (K) Dissociative behaviors, blank out, pass out, seizure;
- (L) Anger/rage;
- (M) History of fire setting;
- (N) Destruction of property;
- (O) Failure to form emotional attachments; and
- (P) Multiple short-term placements.

**(8) Youth Who May Not be Appropriate for Level A.**

Youth who may not be appropriate for Level A include, but are not limited to the following:

- (A) Children who may function successfully in a traditional foster home or adoptive or guardianship placement;
- (B) Youth who qualify for Level B Elevated Needs;

- (C) Children under the age of three (3) who cannot be treated effectively through the behavior modification treatment model;
- (D) Youth who exhibit severe psychiatric behavior, as diagnosed by a psychiatrist/psychologist, such as an obvious lack of emotional contact, affect disturbances, and/or severe thought distortions;
- (E) Youth with a recent history of extreme or dangerous physical aggression;
- (F) Youth with a recent history of fire setting;
- (G) Youth who have recently attempted suicide and continue to have suicidal ideations;
- (H) Youth with an IQ score below sixty-five (65);
- (I) Youth who are medically diagnosed as chemically dependent;
- (J) Youth with severe medical or physical handicaps which present barriers that the child cannot or will not overcome;
- (K) Youth whose primary presenting problem, as diagnosed by a psychiatrist/psychologist is sexual addiction and who need extremely structured treatment and unusually close supervision; or
- (L) Youth with personality disorders, as diagnosed by a psychiatrist/psychologist, who have severe problems forming attachments with caretakers and significant others.

**(9) Youth Who May Not be Appropriate for Level B.**

Youth who may not be appropriate for Level B include, but are not limited to the following:

- (A) Children who may function successfully in a traditional foster home or adoptive or guardianship placement;
- (B) Youth who qualify for Level A Elevated Needs;
- (C) Actively suicidal;
- (D) Homicidal;
- (E) Compulsive fire setter;
- (F) Sexual abuse offender which might endanger other family members;

- (G) Require around-the-clock awake supervision; and
- (H) Unable to function in school and alternative program (day treatment) is not available.
- (I) Youth who have demonstrated behaviors that pose a significant risk of harm to the youth or others which require professional treatment in a hospital, institutional or structured residential care setting.

**(10) Working with Youth with Developmental Delays.**

Youth with developmental delays may, or may not, be appropriate for Level B Foster Care. Appropriateness for Level B Foster Care should be based on the Selection/Screening Team and/or the Family Support Team (FST) evaluation of all the circumstances surrounding that particular youth. Youth should not be ruled out for Level B based solely on the singular characteristic of an IQ score falling below sixty-five (65). Instead, the team should consider a variety of information including, but not limited to the following:

- (A) Youth's functioning level;
- (B) Severity of developmental delays;
- (C) Ability for self-care;
- (D) Type of behavior problems;
- (E) Level of physical aggressions;
- (F) Age;
- (G) Compliance; and
- (H) Need for supervision.

**(11) Level A Resource Provider Training Requirements.**

In order to qualify as a Level A resource provider, the resource provider shall complete all required hours of pre-service training in addition to successful completion of eighteen (18) hours of specialized training workshops from the following topics:

- (A) Team and relationship building;
- (B) Communication skills;
- (C) Behavior management techniques;
- (D) Discipline and punishment procedure;
- (E) Management of behavior crisis situations;
- (F) Development of an individual treatment plan;
- (G) De-escalation skills;
- (H) Negotiation;
- (I) Positive reinforcement technique; or
- (J) Professional skills for foster parents.

**(12) Level B Resource Training Requirements.**

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In order to qualify as a Level B resource provider, the resource provider shall complete all required hours of pre-service training, complete eighteen (18) hours of Level A specialized training, and participate in the following nine (9) hours of specialized training and practicum designed specifically for Level B resource providers:

- (A) Crisis Intervention – Two (2) hours;
- (B) Behavior Management – Two (2) hours;
- (C) Suicide Management – Two (2) hours;
- (D) Medication Management – Two (2) hours; and
- (E) Family Orientation – One (1) hour (training shall include how the severely emotionally disturbed or behavior disordered child may impact the resource provider's family).

### **(13) Reviews**

The Children's Division will conduct reviews to ensure that progress is being made toward permanency throughout the Level A or Level B placement. The division shall conduct reviews as often as the division determines is necessary to assess the needs of the child. However, the division shall convene the selection/screening team to assess the child's placement at least every one hundred-eighty (180) days. Children covered by an adoption subsidy or guardianship subsidy agreement will be reviewed at least every two (2) years. The division will seek a less restrictive setting once the youth's presenting problems have been replaced with appropriate coping behaviors. The decision to terminate the child's placement in a Level A or B setting shall be made solely by the Children's Division. In making the decision, the division shall consult with and consider the recommendation of the FST.

AUTHORITY: sections 453.073 RSMo Supp. 2008 and 207.020, 210.506, and 453.074 RSMo 2000\* and Young v. Children's Division, State of Missouri Department of Social Services, 284 S.W.3d 553 (Mo. 2009).

\*Original authority: 453.073, RSMo 1973, amended 1978, 1981, 1982, 1985, 1997, 2001, 2005; 207.020, RSMo 1945, amended 1961, 1965, 1977, 1981, 1982, 1986, 1993; 210.506, RSMo 1982, amended 1993, 1995; 453.074, RSMo 1985.

**Chapter Memoranda History:** (prior to 01-31-07)

[CD05-04](#)

**Memoranda History:**

[CD07-36](#), [CD09-22](#)

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## **Attachment C: Resource Provider Family Assessment Recording**

### **Reason for Study**

- a. Type of study
- b. Motivation of applicant

**Summary of Contacts:** Include dates and places of contact, and with whom contact was made.

**Description of Family Members:** Include about each household member all applicable information as follows:

- a. Full name, sex and date of birth
- b. Ethnic and racial background (as required by 13 CSR 35-60.030)
- c. Attitude toward children (most important of all)
- d. Social history
- e. Marital history
- f. Military history
- g. Education
- h. Health
- i. Employment history
- j. Extended family
- k. Household pets

### **Family Relationships:**

- a. Present marriage - roles, responsibilities; stability of relationship if not married
- b. Resource parent life style and practices, which includes sexual orientation (as required by 13 CSR 35-60.030) (i.e. may comprise their attitude toward living, work, family, and leisure activities)
- c. Interaction between parents and/or children

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- d. Group activities and shared interests
- e. Religious practices and preferences of each family member (as required by 13 CSR 35-60.030)
- f. Methods of discipline
- g. Educational practices of the resource provider (as required by 13 CSR 35-60.030) (i.e. preference of schooling: public, private, or home schooling; thoughts on the importance of education on a child's future)

**Financial Status:**

- a. Source and amount of income
- b. Management/indebtedness

**Health Status:** Summarize information from medical forms, coupled with information gained from interviews.

**Home And Environment:**

- a. Structure of environment to ensure safety and health of child
- b. Description of home and surroundings
- c. Housekeeping standards
- d. Special safety considerations and particularly those that relate to foster family home rules.

**Attitudes Toward Fostering:**

- a. Type of child desired
- b. Attitude toward birth parents and siblings and frequent visiting; willingness to work with whole family
- c. Special considerations, i.e., medically fragile, behaviorally disordered, cultural diversities, sibling groups.
- d. Open to agency supervision

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- e. Parenting skills (include information from interviews and the Foster Family Profile: expression of positive feelings toward a child both verbally and physically; response to child's verbal and physical expression of needs and wants; discipline techniques used to refrain from using corporal punishment; ability to guide a child toward independence and recognize the immaturity of a child.)
- f. Support by own children and extended family of fostering.

**Family's Understanding Of, And Response To Agency Policy Regarding:**

- a. Rules and regulations
- b. Payment system
- c. Agency organization
- d. No corporal punishment
- e. Role as team member

**Summary Of References:**

- a. Highway Patrol (arrests and convictions; consider relevance to additional child-caring responsibilities)
- b. CA/N Central Registry, Family Support Division (FSD) (consider relevance to additional child-caring responsibilities)
- c. Documentation of CaseNet review
- d. Family Care Safety Registry Report
- e. Personal
- f. Employment
- g. School

**Evaluation:** (Include compliance with licensing rules.)

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**Recommendation**

**Signature of Worker and Date Signed**

**Approval of Supervisor Including Signature and Date**

**Signature of Resource Provider and Date Signed**

**Chapter Memoranda History:** (prior to 01-31-07)

[CS03-05](#), [CD04-05](#), [CD04-79](#)

**Memoranda History:**

CD07-54

## **Attachment D: Guide for Conducting Renewal Assessment**

The licensing worker should take the following steps to renew the resource provider's license prior to the end date of the resource parent's licensure period:

- § Consult with current and past Children's Service Workers for each child currently in the home and who has been in the home in the previous two years to evaluate the ability of the resource parents to deal with foster/kinship youth, the agency, and the biological parents.
- § In compliance with [13 CSR 35-60.030 \(3\)](#), re-evaluate the performance based competencies taught in the pre-service training:
  1. Protecting and nurturing;
  2. Meeting developmental needs and addressing developmental delays;
  3. Supporting relationships between children and families;
  4. Connecting children to lifetime relationships; and
  5. Working as a member of a professional team.

Document the resource provider's demonstration of acquisition of these skills and any concerns regarding delinquency or weakness so they can be addressed on the Professional Family Development Plan, CD-100. The CD-100 must be reviewed and renewed before re-licensure.

- § Interview all members of the resource family's household individually, including biological, adopted, foster, relative/kinship children.
- § Compare physical conditions of the home to the requirements noted in the licensing rules. Complete the Resource Home and Safety Checklist, CS-45.
- § Provide a copy of the Foster Parent Bill of Rights and Responsibilities, RSMo 210.566.
- § Provide the Resource Parent Acknowledgment of Home Assessment & Case File Information Access, CD-128, and obtain signature(s).
- § Provide the Safe Sleep Practices Form CD-117, and obtain signature(s) indicating agreement.
- § Provide the Resource Parent Discipline Agreement, CD-119, and obtain signature(s) indicating agreement.
- § Provide a School Reference Request, CS-101e, to the teacher of each child living in the home.

Staff must personally view any weapons and their storage to assure compliance with the licensing rules. Ammunition must be stored separate from the weapons.

Medications and the storage of the medications must also be reviewed. Medications should be stored so as to be inaccessible to foster youth, taking into consideration the age and mental capacities of the youth. If the medications are accessible to foster youth, staff must document either a plan for making the medications inaccessible or an explanation of why the medications are allowed to be accessible by foster youth (i.e. a child is moving toward independent living and is learning self-sufficiency skills).

§ The Foster/Adoptive Medical Report, CW-215, is to be completed for each resource parent and biological or adopted child in the home by the physician for license renewal, but not including any current foster youth placements.

§ Ascertain the resource provider has completed the recommended number of in-service resource parent training hours prior to recommendation for relicensure.

If a resource provider does not receive the required number of hours of training during the licensing period, the resource provider will be placed on Administrative Hold and the professional parent payment will be suspended. STARS Pre-Service training hours may not be counted toward the 30 hours of In-Service training required for license renewal. The professional parent payment suspension is done by closing the Cooperative Agreement for the Purchase of Professional Parenting Services, CM-14. The Children's Service Worker may need to open a Cooperative Agreement for the Purchase of Foster Care Services, CM-3, with the family if they have not previously signed one. A plan must be developed between the provider and the licensing worker to make up the necessary training hours. These hours will not count toward the new licensing period, only toward the previous licensing period. The resource provider will have up to 6 months to rectify the deficit training hours. The resource provider would still be responsible for obtaining the required hours for the new licensing period. When dealing with a licensed couple, the professional parent payment would be suspended if either one of the couple do not meet the licensing requirements for in-service training. The couple is issued one license and thus both parties must be in compliance with the licensing rules for the payment to continue.

Once the resource provider obtains the needed hours of training, the CM-14 will be reopened, the administrative hold status removed, and the professional parenting payment will be reinstated. They will not be reimbursed for any time they were not in compliance with the in-service training requirement. The payment may be prorated if necessary.

An exception may be made in the cessation of the professional parent payment if a viable reason is provided for not obtaining the necessary training. This exception must be approved by the Regional Director. The plan for obtaining the necessary training

hours must still be completed and the payment may be suspended if the provider does not comply with the plan.

If a resource provider home does not comply with the plan developed for obtaining the required in-service training hours, the Children's Service Worker responsible for licensing should schedule a meeting between the family, the worker and supervisor. This meeting should address with the family the importance of complying with Licensing Rules and that their license may be subject to revocation if they do not meet the requirement for in-service training within the specified timeframe. The licensing worker should begin the revocation process if licensing requirements are not met after this process.

Related Subject: [Section 6 Chapter 3.1.2 Suspend/Revocation](#)

Establish continued compliance with licensing rules.

Review of Children's Division and Family Support Division (FSD) screens. FSD screens are in the process of being converted to FAMIS and the current screens may become obsolete in the future (IPAR). Staff should verify all information through staff with FSD. The county should begin the review by using the following screens:

- a. SCLR - Department of Social Services (DSS) database (access with name, sex, and date of birth);
- b. IPAR - Family Support Division (FSD) information (accessed by DCN);
- c. FMPX - FSD participation screen (accessed by DCN or SSN);
- d. OVCI - Claims and Restitution (CARS) information (accessed by DCN); and
- e. Call/Case Prior History Search on FACES (access by DCN or SSN).

When information is found regarding an applicant, the system inquiry should continue using other pertinent screens to gather as much data as possible to assist in the decision-making process.

The applicant is to complete a new Foster Family Profile, CD-56, if not already completed. The CD-56 should be completed as changes occur in the household. The new CD-56 and family photograph should be placed under separate cover sheet (to be developed locally) and placed in the front of the Resource Provider file. The obsolete CD-56 should be placed in the Family Assessment Section of the Resource Provider file with a notation on the front page of the profile identifying it as obsolete. A current CD-56 is required to be in the file for license renewal.

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There is to be no printed document (CA/N, FACES Call/Case History page, etc.) placed in the file. Document in the home assessment that the CA/N check was completed and the results of the check.

If it was not done so during the initial licensure process, staff will conduct child abuse and neglect background checks in every state where each household member 17 years of age and older has resided since the age of 17. Additionally, if any individuals 17 years of age and older have moved into the household, background checks must be conducted. The search is conducted by going to the web site, [http://cclid.ca.gov/adamwalshi\\_2609.htm](http://cclid.ca.gov/adamwalshi_2609.htm) . This web site is maintained by the California Department of Social Services. It lists the contacts for every state to request Child Abuse and Neglect background checks. The list includes contact names, addresses, phone numbers and email addresses. It also includes specific forms if required and if the state requires a fee. Information regarding states that charge a fee is located in memo [CD008-102](#). Department Vendor Numbers for those states that charge a fee are listed on the Other State Child Abuse Registry list located in the [Resource Development](#) section of the Children's Division Intranet home page.

Request a report on each adult household member from the Family Care Safety Registry (FCSR). The worker can do one of the following:

1. Access the FCSR on-line with their assigned ID and password (preferred), or
2. Call the FCSR at 1-866-422-6872.

§ The Children's Service Worker obtains on-line access by doing the following:

1. Go to the FCSR home page, [www.dhss.mo.gov/fcsr](http://www.dhss.mo.gov/fcsr);
2. Click on the [Forms](#) link;
3. Click on the [How to Become a FCSR Internet User](#) link;
4. Click on the [Internet Background Screening Access/Security Request](#).
5. Return the completed document by Fax to 573-522-6981, or by mail to:

In response the FCSR will assign a USER ID number to the Children's Service Worker to be used exclusively for access to the FCSR. The USER ID and instructions on how to do the password and how to run a background screening will be faxed to the worker. This ID and instructions on how to do the password are autonomous from the worker's current ID and passwords used for logging on to the state computer system, FACES and PROD. The password is on a 30-day expiration cycle and the worker will have to update it every 30 days, just as with the PROD password.

Families who do not have Social Security numbers due to their religious practices (i.e. Amish) are not required to register with the FCSR and note of this should be documented in their record and study.

- § The address of residence of the resource home will be entered at the Missouri State Highway Patrol's sexual offender list located on the web at: <http://www.mshp.dps.missouri.gov/MSHPWeb/Root/index.html>. The address search will determine if a sexual offender is registered as residing at the address of the resource home. A copy of the resulting web page must be placed in the background section of the case file.
- § Examine Case.net, the Missouri State Courts Automated Case Management System for any reference to Orders of Protection filed, either for a child or adult. There are limits to the use of Case.net. Case.net is not yet statewide, so will not include all county circuit courts. Also, at this time, public view does not include identifiers such as social security numbers and birth dates; so it is difficult to determine whether the individual for whom you are searching is the same as the one found on Case.net.

In locations where Case.net is not yet available, check with the circuit court for any pertinent information, including a record of Orders of Protection filed, both for a child or an adult.

- § For criminal record checks, resource providers must have fingerprint background checks completed using the process outlined in Section 6 Chapter 3 Attachment A.

This same process shall be used for Transitional Living Advocates (TLA), and foster or adoptive parents being assessed for the Division through a contracted agency.

Except for the specific felony convictions listed below, a criminal history, child abuse/neglect history, or other review information does not automatically preclude licensure. Staff should determine the relevance of all such findings to child caring responsibilities, and should seek guidance from supervisors. A supervisor must review and evaluate the background information if there is a record of conviction (other than those listed below) and/or child abuse and if the decision is to approve the home study. The supervisor's review and decision to approve/disapprove must be documented.

### **Felony Convictions**

Staff may not approve the application of any person in which a record check reveals that a felony conviction for child abuse or neglect, spousal abuse, a crime against children (including child pornography), or a crime involving violence, including rape, sexual assault, or homicide, but not including other physical assault or battery was determined by a court of competent jurisdiction.

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Staff may also not approve the application of any person who in the past five (5) years has had a court of competent jurisdiction determine a felony conviction for physical assault, battery, or a drug-related offense.

For the purpose of this policy, a "felony conviction by a court of competent jurisdiction" is defined as a criminal court conviction for a felony offense as defined by law in the jurisdiction that the offense took place.

In the unlikely event that it is determined that the best interest of a child would be served by placement in this setting, written approval must be obtained through supervisory lines to the Regional Office. The Regional Office must review the request and, if in agreement, forward with their recommendation to Central Office for final consideration. Written requests should include a thorough description of the applicant's situation and why it would be in the child's best interest for an exception to be granted. If approved by Central Office, IV-E funding may not be used and the Children's Service Worker will be responsible for notifying the Eligibility Specialist who will ensure that state-only funds are used.

Unless a new conviction occurs, this will not affect the status of any currently licensed or certified parents, however, federal funds may not be used for foster care maintenance or adoption assistance payments if any of the aforementioned conditions exist. It is imperative that in those circumstances the Children's Service Worker notifies the Eligibility Specialist who will enter the correct fund code for state-only funding. Applicants who are subsequently licensed/approved and are issued a vendor number are to receive reimbursement for the cost of the criminal check. This should only be necessary if they obtained the screening from another state or did not go through the Division to obtain a criminal check from the Highway Patrol.

### **Reopening a Closed Resource Provider**

If a previously licensed resource provider requests that their license be reopened in order to be eligible to accept placements, staff must do the following:

- Have applicant(s) complete the Foster/Adopt Home Assessment Application, CS-42.
- Check the licensing and the contract screens to determine what previous licenses and contracts were in place and to determine the documented reason for closure.
- Consult with any previous staff who has knowledge of the applicant(s) during the time they were previously licensed or contracted with the Division.
- Discuss with the applicant(s) their perceived reasons for closing their license/contract and their motivation for reopening.
- Conduct all required background checks.
- Conduct a safety inspection of the residence using the Resource Home and Safety Checklist, CS-45.

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- Provide a copy of the Foster Parent Bill of Rights and Responsibilities, RSMo 210.566.
- Present the Resource Parent Acknowledgement of Home Assessment & Case File Information Access, CD-128, and obtain signatures of agreement.
- Present the Safe Sleep Practices Form, CD-117, and obtain signatures of agreement.
- Present the Resource Provider Discipline Agreement, CD-119 and obtain signatures of agreement.
- Complete the Professional Family Development Plan, CD-100. Any training that is needed in order to insure that the resource provider is capable of parenting foster youth and returning to the treatment team as a productive member must be completed before a placement is made in the home.
- Complete a new home assessment.
- If recommendation is to re-open the resource license, update the appropriate FACES screens, and provide the Cooperative Agreement for the Purchase of Professional Parenting Services, CM-14, for signature.
- If recommendation is to deny re-licensure, the Children's Service Worker is responsible to provide documentation of facts that the applicant(s) is not in compliance with Statute, Rule, and Policy should the applicant request a fair hearing to pursue a grievance of the decision.

**Chapter Memoranda History:** (prior to 01-31-07)

[CD04-05](#), [CD04-79](#), [CD04-96](#), [CD05-76](#), [CD06-37](#)

**Memoranda History:**

[CD07-36](#), [CD07-54](#), [CD08-55](#), [CD08-56](#) , [CD09-55](#), [CD09-87](#), [CD09-88](#), [CD10-116](#),  
CD11-22

Title: Child Welfare Manual  
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## **Attachment E: Foster/Kinship Family Renewal Assessment Recording Outline**

**Summary of Contacts:** Include date of contact, and with whom contact was made.

**Summary of Placements:** Include foster/kinship parent strengths and weaknesses around following issues:

- a. Children's behaviors
- b. Relationship with birth parents
- c. Relationship with agency

**Summary of Changes Since Last License Issuance:** Include family's coping to particular change:

- a. Health (mental, physical, emotional)
- b. Marital
- c. Financial/employment
- d. Family composition
- e. Own children's behavior
- f. House move

**Summary of Foster Parent Training Participation:** Include dates, titles, number of hours attended, taught by whom, under whose auspices, location. (Not applicable to all kinship parents.)

**Summary of References:**

- a. Highway Patrol (arrests and convictions)
- b. CA/N Central Registry
- c. Documentation of Case.net review
- d. Family Care Safety Registry report
- e. Family Support Division (FSD)
- f. School (of children currently in the home)

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**Evaluation:** (Include compliance with licensing rules.)

**Recommendation**

**Signature of Worker and Date Signed**

**Approval of Supervisor Including Signature and Date**

**Signature of Foster/Kinship Parent and Date Signed**

**Chapter Memoranda History:** (prior to 01-31-07)

[CD04-79](#)

**Memoranda History:**

Title: Child Welfare Manual  
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Chapter 3: Resource Family Assessment & Licensing Process  
Attachment F: Guide for Conducting Foster Family Group Home  
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## **Attachment F: Guide for Conducting Foster Family Group Home Assessment**

### **Legal Basis**

The legal basis for licensure of Foster Family Group Homes is contained in sections 210.481-536, RSMo. Applicable regulation (rule) is contained in 13 CSR 40-72.010, subsections (1) and (2).

### **Licensing Assessment**

Follow Resource Family Assessment Process. Pre-service foster parent training (27 hours) is required. Conformance with fire, safety and sanitation ordinances must be achieved prior to license issuance. Evidence of compliance with local building and zoning requirements, if applicable, shall be furnished to the worker.

For a regular foster home converting to foster family group home, update the foster home assessment record with additional compliance information.

### **Additional Licensing Requirements (From Those for Regular Foster Home):**

- a. Staff / child ratio is a maximum of 1:6;
- b. One foster parent shall not be gainfully employed;
- c. Two toilets and one tub or shower for each six children shall be provided;
- d. The home shall have a telephone;
- e. Sleeping rooms shall be outside rooms (must have window access for fire escape) and shall be above the lowest level of the ground;
- f. Each child shall have a separate bed with a space of at least three feet on all sides of the bed, except where it touches the wall;
- g. Third floor level sleeping quarters are prohibited;
- h. State and local fire and safety inspections are required;
- i. State sanitation inspection is required to determine safe water supply and sewage facility when home has private water supply and septic tank. The inspection is initiated by the resource worker contacting the local health department and requesting the inspection.

**Chapter Memoranda History:** (prior to 01-31-07)

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**Memoranda History:**

CD09-41

Title: Child Welfare Manual  
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Attachment G: Foster Family Group Home Licensing Rules  
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## **Attachment G: Foster Family Group Home Licensing Rules**

Title 13 - Department Of Social Services

Division 40 – Children’s Division

Chapter 72 - Group Home Facilities

13 CSR 40-72.010 Group Homes Offering Residential Care

Purpose: Section 210.246, RSMo (1978), makes it unlawful for any person to establish or operate a residential care facility without having in full force a written license granted by the Missouri Children’s Division. This rule establishes requirements which a group home must meet in order to qualify for a license. Group homes are small residential programs caring for twelve (12) or less children.

### **Legal Basis For Licensing**

The Children’s Division has responsibility for licensing those persons offering care to groups of children. The primary purpose of licensure is the protection of children. Sections 210.481 through 210.536, RSMo (1986) provide for the defining, licensing, inspection and regulation of group care for children. The law directs the Division to publish rules for the licensing of residential facilities and to assist the agencies, groups or individuals subject to licensing in meeting these requirements for group child care.

### **Definitions:**

- a. "Child" means an individual who is under the age of eighteen (18), and the word "children" means more than one (1) such individual.
- b. "Person" is any individual, corporation, partnership, association, firm, agency or institution acting in concert regardless of the name used.
- c. "Director" is the director of the Children’s Division.
- d. "Division" is the Children's Division.
- e. "License" is a legal document issued for a maximum of two (2) years to a person authorizing him/her to provide care for children, subject to his/her compliance with the law and applicable rules published by the Division.
- f. "Provisional license" means the non-renewable legal document issued by the Division, for a maximum of six (6) months, to a group home which is not currently meeting requirements for full licensure in accordance with sections 210.481 - 210.536, RSMo (1986) and applicable rules promulgated and issued by the Division.

- g. "Foster parent(s)" are individuals who provide twenty-four (24) hour care in their home to a group of children not related to them by blood, marriage or adoption.
- h. "Child care staff" means persons employed to provide care and supervision for the children in the group home.
- i. "Staff" means full-time and part-time employees other than foster parents and child care staff.
- j. Well-known religious orders, churches and religious organizations are defined as follows: A church, synagogue or mosque; an entity that would qualify for federal tax exempt status as a not-for-profit religious organization under Section 501(c) of the Internal Revenue Code of 1954; or an entity where the real property on which the child care facility is located is exempt from local taxation because it is used for religious purposes.

**Types Of Care:**

- a. Foster family group home: A private home of foster parents who provide twenty-four (24)-hour care for seven to twelve (7-12) children under the custody and supervision of the Division only. This type of care is not recommended for any child under the age of six (6) years;
- b. Independent foster family group home: A private home, independent of any agency auspices, of foster parents who provide twenty-four (24)-hour care for seven to twelve (7-12) children in the custody of parents, kinships, guardian or agencies. This type of care is not recommended for any child under the age of six (6) years;
- c. Satellite group home: A group home operated by a licensed child caring or child placing agency in a single dwelling or apartment owned, rented or leased by the agency. Child care staff are employed by the parent agency to provide twenty-four (24)-hour care for twelve (12) children or less. This type of care is not recommended for any child under the age of six (6) years; and
- d. Independent group home: A group home privately operated by a person in a single dwelling or apartment which is owned, rented or leased by the person. Child care staff are employed to provide twenty-four (24)-hour care for twelve (12) children or less. This type of care is not recommended for any child under the age of six (6) years.

When a non-religious organization, having as its principal purpose the provision of child care services, enters into an arrangement with a religious organization to provide continuing assistance in the maintenance or operation of a child care facility, the facility

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is not under the exclusive control of the religious organization and does not qualify for exemption from licensure under sections 210.211(5) or 210.516.1(5).

## **Rules For Foster Family And Independent Foster Family Group Homes**

### **Basic Requirements For Foster Families**

Foster parents shall have personal characteristics and have experienced relationships which will make it possible for them to perform the responsibilities entailed in caring for children. Foster parents shall be individuals who demonstrate affection, an ability to care for children and to be responsive to their needs, who can enjoy being foster parents; who can accept the individuality of each child; who give of themselves without expecting immediate returns; who have satisfactory interpersonal relationships; who have emotional stability and are able to function in relation to family responsibilities and employment; who have maturity and good physical health to enable them to provide appropriate care for children; who have a reputable character, values and ethical standards conducive to the well-being of children; who show flexibility in their ability to change their expectations, attitudes and behavior in relation to the needs and problems of children; who show ability to help in meeting problems of family living; to recognize the need for and who have the ability to accept a child's relationship with his/her parents or a social agency or both.

The foster parent - child ratio shall be at least one to six (1:6).

Relationships between all members of the foster family shall be such as to assure a favorable influence and atmosphere for the children accepted for care.

There shall be agreement among the members of the foster family as to the advisability of the sharing of their home for twenty-four (24) hour care with a group of children not related to the family.

The foster family shall be economically self-sufficient.

At least three (3) non-related references shall attest to the characteristics, motivations and abilities of the foster family offering twenty-four (24) hour care to children.

All members of the foster family and employed staff shall pass a complete physical examination within six (6) months prior to application. Their physician shall provide a statement that each employee or member of the family is free from communicable disease. A TB test and/or chest x-ray shall be completed, if recommended by the physician.

All members of the foster family and employed staff must be determined by a physician to be in good physical and mental health. The licensing agency shall review the examination reports.

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After initial licensure, a physical examination is required every two years. If the licensing agency has reason to question the physical or mental health of any member of the foster family or employed staff, the agency may require a mental or physical examination more frequently.

A foster family shall care for a maximum of twelve (12) children, including any children of the foster family. The number of children in residence at any given time shall not exceed the number for which it is licensed.

At least one (1) foster parent shall not be gainfully employed.

### **Care Of The Child In The Group Home**

Provision for any indicated services shall be made available to the children in the group home. Services include: family counseling; preventive and therapeutic medical services; psychological services; psychiatric services; remedial education; vocational counseling; recreation; and any other indicated social services.

**Physical Care:** Responsibility for medical and dental care shall be negotiated between the placing agency and group facility before admission of the child to the group facility.

- a. Provision shall be made for the services of a licensed physician.
- b. Provision shall be made for hospital care when recommended by a physician.
- c. Provision shall be made for the correction or treatment of all remedial defects.
- d. Children shall have a complete physical examination, including any necessary tests or inoculations, immediately before admission and at least annually thereafter. Results of the physical examinations shall be on file in the group home.
- e. Children shall have annual dental examinations and any necessary correction of teeth or mouth shall be begun.
- f. First-aid equipment shall be readily available and foster parents shall be knowledgeable of its use.

### **Hygiene**

A routine shall be established to insure good hygiene.

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**Nutrition:**

- a. Food of good quality and quantity shall be served and meet Department of Health's dietary standards.
- b. All foods shall be from sources approved by the Department of Health. All milk shall be pasteurized.
- c. Nourishing between-meal snacks shall be provided and may be part of the daily food needs.
- d. A regular meal schedule shall be established.
- e. At all times food shall be prepared, served and stored under the conditions acceptable to Department of Health's rules.

**Clothing:**

- a. Clothing provided to children shall be of good quality and quantity.
- b. Clothing worn by children in group homes shall be similar to that worn by children in average homes in the community.
- c. Children should be allowed to participate in the selection of their own clothing.

**Education:**

- a. The group home shall observe the legal requirements regarding school attendance and child labor.
- b. Educational experience or appropriate training opportunities or both shall be made available to all children in group homes.

**Moral And Religious Training**

Children shall be given the opportunity to attend the church of their choice, subject to parental approval of the biological parents.

**Discipline:**

- a. Discipline shall be used in a constructive, fair and consistent manner.
- b. All discipline shall be reasonable and related to the individual needs and behavior of the child.

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- c. No cruel or unusual forms of punishment shall be used; for example, no child shall be confined in any dark spaces.
- d. Corporal punishment shall not be used.
- e. Children shall not be deprived of meals as punishment.
- f. Children within the home are not permitted to discipline each other.

### **Recreation And Leisure**

The group home shall provide for leisure time programs and activities.

### **Earning And Spending Money:**

- a. Children shall be provided with opportunities for experience in earning or spending money or both based on age and individual requirements.
- b. Allowances shall be provided when opportunities to earn money are not available.

### **Supervision:**

- a. Adult supervision shall be available at all times. When there are more than six (6) children in residence with only one (1) foster parent, there shall be a plan for an assistant to be on call if there is an emergency.
- b. It is recommended that the foster parents provide for relief help in order that they may have some time away from the children and for themselves alone. Meeting the constant demands in daily care in a group of children can be an exhausting and exacting business. Time off allows for rest and the ability to remain alert and responsive.

### **Transportation**

If children are transported in the foster family car, provision shall be made for proper insurance coverage. Safety locks on doors and a seat belt for each child should be provided.

### **Physical Facility**

#### **General Requirements:**

- a. The group home shall be in a neighborhood that is readily accessible to school, recreational, religious and other community resources. Suitable indoor and outdoor play space shall be available to children of the appropriate age.

- b. All buildings and immediate surroundings used in whole or in part as a group home shall comply with all applicable state and local building, sanitation, zoning, fire and safety regulations.
- c. The group home shall be large enough to provide living accommodations for all residents and shall be suitably furnished and equipped.
- d. The group home shall be kept in sanitary condition and good repair.
- e. Safe water supply and sewage facilities shall be provided and shall comply with Department of Health's requirements.
- f. The home shall be effectively safeguarded against insects and rodents.
- g. Heating, electrical, ventilating and other mechanical systems, home appliances and outlets shall be designed and maintained so that under normal conditions of use, danger to the health and safety of the children from such equipment will be held to a minimum.
- h. All rooms shall be well lighted and ventilated.
- i. There shall be a minimum of two (2) toilets for the children, and one (1) tub or shower for each six (6) children. Separate bathing and toilet facilities should be provided for boys and girls where practical.
- j. Dining facilities shall be provided with space and equipment to serve all residents at the same time.
- k. The kitchen shall be equipped to provide for food preparation, storage and service.
- l. A telephone shall be provided with emergency instructions posted nearby for fire, police and medical assistance.
- m. The foster family shall have a plan for evacuation of the group home in case of fire. Written instructions for evacuation should be posted in a conspicuous place and fire drills shall be held monthly to assure efficient evacuation of the facility in case of emergency. Children shall be instructed in the evacuation plan at time of admission.

**Sleeping Rooms:**

- a. Children of different sex shall not sleep in the same room.

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- b. All sleeping rooms shall be outside rooms (must have a window for fire escape) and shall be above the lowest level of the ground.
- c. Each child shall have a separate bed with a space of at least three feet (3') on all sides of the bed except where it touches the wall.
- d. Third floor level sleeping quarters shall be prohibited.
- e. Sleeping rooms shall be so located that night supervision will be available at all times.
- f. Separate, accessible drawer space for personal belongings and closet space for clothing shall be available for each child.

**Records And Reports:**

- a. Records shall be kept to identify each child and to enable communication with the parents or person responsible for the child in the foster family group home and in an emergency situation. These shall include: child's name, birth date and the date of admission; full name of both parents, or person or agency responsible for the child, family's home address, work addresses, hours of work and telephone numbers; a written plan which outlines the steps necessary to obtain emergency care for the child and a written consent from the parent, person or agency responsible for the child giving permission to proceed with any routine and ordinary medical care; instructions for reaching the parent(s), guardian or agency; name, address and telephone number of the child's or family's physician or both; financial arrangements with the parents or others, including the rate of pay for care; record of all physical examinations, immunizations and other pertinent health information; and record of any accidents, illnesses or unusual situation.
- b. Reports to the Division shall be submitted as required.

**Chapter Memoranda History:** (prior to 01-31-07)

**Memoranda History:**

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## **Attachment H: Guide for Conducting Adoptive Family Assessment Services**

The Children's Division (CD) staff is responsible for maintaining equilibrium when assessing families that have a willingness to adopt cross-racially/cross-culturally. More emphasis should not be placed on any one particular section of the Workers' Assessment Guide for Families Adopting Cross-Racially/Cross-Culturally.

### **Beginning the Assessment**

#### **Staff Has a Responsibility:**

- a. To interpret the Division's position on the mandated order in which the family will receive assessment services;
- b. To provide enough information so that the applicants can make a knowledgeable decision about becoming adoptive parents - including necessary pre-placement and post-placement activities.
- c. To interpret the assessment process as one in which together, the Division and the prospective adoptive parents can determine potential for successful adoptive parenting.
- d. To convey information and promote discussion between the Children's Service Worker and the applicants so that a determination may be made as to the applicants' ability to parent children who have different cultural needs than the applicant.
- e. To exchange information in such a way that the agency and applicants can mutually determine whether or not it is desirable that the study be continued.
- f. To share information regarding the selection process and selection philosophy that CD is seeking an adoptive family who can best meet the child's needs and serve the best interests of the child. Important information to be shared includes:
  - Referral of their written assessment to the county office and agencies when such organizations recruit families for the type of child they can accept.
  - A brief outline of the CD selection process including that they may be asked to participate in an interview with the selection committee and that they may refuse this interview without this decision influencing the staffing committee's consideration of them as a resource for the child.
  - A description of the committee and its team effort.

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- g. To assure compliance with licensing regulations, beginning with sharing a copy of it with applicants.
- h. To provide a copy of the Foster Parent Bill of Rights and Responsibilities, RSMo 210.566.
- i. To review the Resource Parent Acknowledgement of Home Assessment & Case File Information Access, CD-128, and obtain signature(s).
- j. To review the Safe Sleep Practices Form, CD-117. Explain to applicant that they must agree to the practices and sign the form.
- k. To review the Resource Provider Discipline Agreement, CD-119. Explain to the applicant that they must agree to the practices and sign the form.

The Children's Service Worker will open the applicant in the vendor system in Application Status within three (3) working days of receiving the application.

The study must be completed within six (6) months of receipt of the application and shall consist of (If verification exists in foster parent record, should be used, not repeated):

- a. Joint and/or separate interviews with the applicants, their children and other adults in the home;
- b. A home visit for assurance of adequacy and safety;
- c. A minimum of three (3) references, confirmed on reference form, CS-101f, Personal Reference Questionnaire;
- d. Review of Family Support Division (FSD) screens. The county should begin the review by using the following screens:
  - SCLR - Department of Social Services (DSS) data base access with name, sex and date of birth;
  - IPAR - Family Support Division (FSD) information (accessed by DCN);
  - FMPX – FSD participation screen (accessed by DCN or SSN),
  - OVCI - Claims and Restitution (CARS) information (accessed by DCN); and

When information is found regarding an applicant, the system inquirer should continue using other pertinent screens to gather as much data as possible to assist in the decision-making process.

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- e. Review FACES screens regarding history with the Division. Start with Call/Case Prior History Search.

### Steps To Be Followed for Approval

The following steps shall be completed for every applicant and adult household member (age 17 and older): **Supporting documentation of each step is to be filed in the licensing record.**

NOTE: The same steps are to be followed in completion of any ICPC assessment as are followed for licensure as referenced in Memos [CD04-63](#) and [CD07-44](#).

1. The Child Abuse/Neglect background screening will continue to be done by the local Children's Division (CD). Staff will conduct child abuse and neglect background checks in every state where each household member 17 years of age and older has resided since the age of 17. The search can be conducted by going to the web site, [http://ccld.ca.gov/adamwalshi\\_2609.htm](http://ccld.ca.gov/adamwalshi_2609.htm). This web site is maintained by the California Department of Social Services. It lists the contacts for every state to request Child Abuse and Neglect background checks. The list includes contact names, addresses, phone numbers and email addresses. It also includes specific forms if required and if the state requires a fee. Information regarding states that charge a fee is located in memo [CD008-102](#). Department Vendor Numbers for those states that charge a fee are listed on the Other State Child Abuse Registry list located in the [Resource Development](#) section of the Children's Division Intranet home page.
2. Each household member 17 years of age and older must register with the Family Care Safety Registry (FCSR). The registry is maintained by the Department of Health and Senior Services (DHSS). It will search the following systems:
  - a. CA/N records (findings of "Preponderance of Evidence" court adjudicated", or prior to August 28, 2004, "Probable Cause" findings),
  - b. Employee Disqualification List, maintained by the Department of Health and Senior Services (DHSS),
  - c. Child-care facility licensing records maintained by DHSS,
  - d. Residential living facility and nursing home records, maintained by DHSS,
  - e. Employee Disqualification Registry maintained by Department of Mental Health;
  - f. Foster parent licensing records, maintained by the Children's Division (CD); and

g. Sex Offender Registry information maintained by MSHP.

- The Children's Service Worker will provide the applicant with instructions regarding the process for each adult in the household to register with the FCSR on the Internet. The employee access only instructions are available on the Children's Division intranet.
- Instruct the applicant to register as quickly as possible. The worker may assist the applicant with the on-line registration.

If no social security card is available, the only acceptable substitute is a driver's license (if the SSN is used as the ID number); a military ID; a Medicare card; or the Social Security Administration statement provided when application is made for a replacement card (as long as it has the SSN identified, the name appears on the statement and it is initialed or signed by a SSA representative).

Registrants (and all their adult household members) who are foster or adoptive parents, respite providers, or are applying to provide those services must check the foster parent box in Section A to avoid having to pay the registration fee.

- The licensing worker may telephone the FCSR at 1-866-422-6872 to make a background screening request. Generally information will be available within two weeks. An oral report will be given at the time of the call and will be followed with a written report to both the requestor and the registrant within 48 hours.
- **Registration with the FCSR is Only Required Once.**
- If completing a background screening for re-licensure, the worker can do one of the following:
  - 1). Access the FCSR password (preferred), or
  - 2). Call the FCSR at 1-866-422-6872,

The Children's Service Worker obtains internet access by doing the following:

1. Go to the FCSR home page, [www.dhss.mo.gov/fcsr](http://www.dhss.mo.gov/fcsr);
2. Click on the [Forms](#) link;
3. Click on the [How to Become a FCSR Internet User](#) link;
4. Click on the [Internet Background Screening Access/Security Request](#).

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5. Return the completed document by Fax to 573-522-6981, or by mail to:

DHSS/Family Care Safety Registry  
PO Box 570  
Jefferson City, MO 65102

In response FCSR will assign a USER ID number to the Children's Service Worker to be used exclusively for access to the FCSR. The USER ID and instructions on how to do the password and how to run a background screening will be faxed to the worker. This ID and password are autonomous from the worker's current ID and passwords used for logging on to the state computer system FACES, and PROD. The password is on a 30-day expiration cycle and the worker will have to update it every 30 days just as with the PROD password.

Families who do not have Social Security numbers due to their religious practices (i.e. Amish) are not required to register and note of this should be documented in their record and study.

3. State and national criminal record checks will be completed for each household member age 17 or older, or any person under the age of 17 who has been certified as an adult. These checks are completed by the submission of fingerprints by the applicants and required household members. The Missouri State Highway Patrol (MSHP) will complete a state criminal record check and then electronically send the fingerprint images to the FBI for a national search of criminal records. The MSHP collects the fingerprints using a contracted electronic fingerprint vendor. Applicants must register with the electronic fingerprint vendor to schedule their appointment to have their fingerprints scanned. The Children's Service Worker provides the appropriate authorization letter to the applicant which indicates whether the applicant is being fingerprinted for all resource services (CD-26a), adoption services only (CD-26d), or as the biological parent (CD-26b). It is the responsibility of the Children's Service Worker to explain the registration process and to emphasize the importance of accuracy when entering the information on the electronic fingerprint vendor web site. The applicant must contact the electronic fingerprint vendor to schedule the appointment. This may be done by telephone or via the Internet.

To schedule by phone:

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- a. The applicant calls 1-866-522-7067.
- b. The applicant will need to inform the electronic scan vendor that they are being printed for the Children's Division.
- c. The electronic scan vendor staff will request additional identifying information. This information is included on the authorization letter. This information includes:
  - Full name of applicant
  - Date of Birth
  - Social Security Number
  - ORI number - **MO920360Z**
  - OCA code – This information is county specific. The [OCA code sheet](#) is located on e-forms.
  - Reason Printed – 210.487 RSMo (Foster, Relative and Kinship Care Providers Only)
  - Once the electronic fingerprint vendor has collected the information, a date and time for the appointment will be set.

To schedule by the Internet:

- a. Go to, [L-1 Identity Solutions, Enrollment Services Division](#)
- b. Click on the state of Missouri icon
- c. On the next screen click on **Online Scheduling** and follow the directions at each screen to continue the process. These instructions are included on the authorization letter.
- d. It is imperative that the applicant enters the correct ORI number, and then chooses the correct fingerprint reason, Adoption 43.540 or Foster Care/Kinship 210.487.
- e. The applicant must enter the correct OCA code as that information indicates where the results will be sent.
- f. Of equal importance is choosing the correct method of payment. If the applicant has been given an authorization letter that indicates that CD is paying for the fingerprinting they must choose Billing Account as the payment option in the payment method drop down box and enter the ORI number located in field #4 on their authorization letter.

The electronic scan method is the preferred method of obtaining criminal background checks. However, the card and ink method will still be available in special circumstances. Staff should be aware that this method

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will result in delays in receiving the criminal history. No one may be licensed or have their license renewed until criminal background results have been received. The Missouri State Highway Patrol public window is no longer an option for having fingerprints completed and therefore staff should not refer applicants or providers to the Highway Patrol to have prints completed.

The Division cannot pay for criminal background checks completed on biological parents or for court ordered studies on private adoptions and guardianships. The Children's Service Worker will provide authorization letter 26b to those individuals that must pay for their fingerprinting.

The completed reports will be sent to the Children's Division Background Screening and Investigation Unit, BSIU, and then forwarded to the local CD office. The correct local office is determined by the OCA Code. The MSHP response will be received first. After the FBI has completed its search, any results will be forwarded to the MSHP, who will then forward the results to BSIU.

The criminal record check may reveal open and closed record information on individuals consisting of arrests, prosecutor and court actions, correctional supervision, and release. All felony and serious misdemeanor arrests including sexual offender registration information as defined under 589.400, RSMo. All alcohol and drug related traffic offenses are considered reportable criminal offenses.

BSIU will maintain a log of all criminal background checks completed on alternative care providers and applicants.

4. The address of residence of the resource home will be entered at the Missouri State Highway Patrol's sexual offender list located on the web at: <http://www.mshp.dps.missouri.gov/MSHPWeb/Root/index.html>. The search will determine if a sexual offender is registered as residing at the address of the resource home.

**Per FBI guidelines, FBI reports can be released to local county offices and made available in court. FBI rap sheets cannot be released to contractors or to private entities.** Even if a contractor has requested the information to complete an assessment, they are not allowed access to the report. The local office will have the responsibility to convey to the contractor one of the following:

1. The report is clear; proceed with the assessment, or
2. The report revealed something that must be explored. The contractor will then be requested to refer the family to the local office before continuing the assessment. Local office staff will then meet with the applicant and determine whether the applicant will be allowed to proceed with the application. If the applicant is selected out, the local office staff must inform the family in writing and notify the contractor.
  - A. There is a delayed fingerprinting process that will be followed in the cases of the emergency placement of a child.
    1. The Children's Service Worker or juvenile officer must request the local law enforcement to search the Missouri Uniform Law Enforcement System (MULES) for each adult in the household. MULES is an electronic communication system strictly used for law enforcement purposes but permission has been granted to allow the CD access to the information in cases of the emergency placement of children.
    2. The FBI has approved the use of a Purpose Code "X" to be used by law enforcement agencies that will allow the delay of fingerprints when placing a child in an emergency situation. However, fingerprints **must** be submitted to the FBI within 15 days of the MULES check. To meet that deadline, the Children's Service Worker must provide the placement provider with information to schedule their screening with the electronic fingerprint vendor . When a court or Children's Service Worker approaches a law enforcement agency about providing this type of check, the law enforcement agency must determine if in fact the situation in question constitutes emergency placement or not.
    3. The Children's Service Worker or juvenile officer requesting the MULES inquiry is required to follow up with the local law enforcement agency if no fingerprints will be submitted due to a disqualifier found on the person's criminal record and the individual is not contesting the record.

The local law enforcement has been advised by the MSHP that it is their responsibility to maintain a dissemination log to track any delayed fingerprints. If the Children's Division fails to notify law enforcement that the delayed fingerprints will

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not be submitted, our agency could lose the right to delay fingerprinting in the future.

- B. Examine Case.net, the Missouri State Courts Automated Case Management System, for any reference to Orders of Protection filed, either for a child or adult. There are limits to the use of Case.net. Case.net is not yet statewide so will not include all county circuit courts. Also, at this time public view does not include identifiers such as social security and birth dates; so, it is difficult to determine whether the individual you are searching is the same as one found in Case.net.
- C. In locations where Case.net is not yet available, check with the circuit court for any pertinent information, including a record of Orders of Protection filed, both for a child or an adult. Additional circuit courts may need to be contacted if there is reason for concern. Any fee charged by the circuit court will be paid by the applicant.

Except for the specific felony convictions listed below, a criminal history, child abuse/neglect history, or other review information does not automatically preclude approval. Staff should determine the relevance of all such findings to child caring responsibilities, and should seek guidance from supervisors. A supervisor must review and evaluate the background information if there is a record of conviction (other than those listed below) and/or child abuse and if the decision is to approve the home study. The supervisor's review and decision to approve/disapprove must be documented.

### **Felony Convictions**

Staff may not approve the application of any person in which a record check reveals that a felony conviction for child abuse or neglect, spousal abuse, a crime against children (including child pornography), or a crime involving violence, including rape, sexual assault, or homicide, but not including other physical assault or battery was determined by a court of competent jurisdiction.

Staff may also not approve the application of any person who in the past five years has had a court of competent jurisdiction determine a felony conviction for physical assault, battery, or a drug-related offense.

For the purpose of this policy, a "felony conviction by a court of competent jurisdiction" is defined as a criminal court conviction for a felony offense as defined by law in the jurisdiction that the offense took place.

In the unlikely event that it is determined that the best interest of a child would be served by placement in this setting, written approval must be obtained through supervisory lines to the Regional Office. The Regional Office must review the request and, if in

agreement, forward with their recommendation to the Deputy Director for Children's Division for final consideration. Written requests should include a thorough description of the applicant's situation and why it would be in the child's best interest for an exception to be granted. If approved by the Deputy Director, IV-E funding may not be used and the Children's Service Worker will be responsible for notifying the Eligibility Specialist who will ensure that state only funds are used.

Unless a new conviction occurs, this will not affect the status of any currently licensed or certified parents, however, federal funds may not be used for foster care maintenance or adoption assistance payments if any of the aforementioned conditions exist. It is imperative that in those circumstances the Children's Service Worker notifies the Eligibility Specialist who will enter the correct fund code for state only funding.

### **Assessment of Readiness for Adoptive Parenthood.**

The assessment process includes:

1. Determination of readiness for adoptive parenthood; and
2. Assessment of motivation and attitudes, including:
  - a. Why are the applicants interested in adopting, and why are they applying now, as well as the reason they are interested in parenting culturally diverse children and the impact of their decision on their family, extended family, friends and neighbors?
  - b. How do they perceive the importance of biological parenthood?
  - c. Do they consider adoption second best?
  - d. Assess applicants' lifestyle, the ability to teach a child coping skills for their cultural diversity and give a child sense of cultural knowledge, pride, and identity.

### **Physical and Personality Description, Observations of the Applicants' Family and Individual Functioning.**

#### **Life History:**

- a. Past relationships with parents, siblings, extended family.
- b. Significant events, both positive and negative as described by applicants.
- c. Prior marital relationships, if applicable.

- d. Their own nationality and sense of cultural identity, knowledge of other identities, cultures and the significance of these inter-relationships.

### **Current Relationships**

Discuss family interaction, including husband and wife, children, and extended family - respective roles, openness of communication, decision-making, rules, discipline, stability of marriage.

**NOTE:** There is no length of marriage requirement.

- a. Discuss the family's interaction with the community, including school, neighborhood, and larger community.
- b. What support systems are available to the applicants?
- c. Evaluate the cultural composition of the neighborhood, including schools, churches, child care centers and other organizations with which the child would interact. Evaluate with the applicants how these resources can be used to benefit the child's diverse cultural needs.

### **Adoptive Child as Family Member:**

- a. Discuss the type of child desired, and expectations of an adopted child.
- b. Are all the family members (including extended family) accepting of the plan to adopt?
- c. How will their routine be affected by an additional child?
- d. Discuss their acceptance of a child not shaped by them, biologically or socially.
- e. The willingness and commitment of the family to discuss adoption with the child, and the same with extended family, and community, as appropriate.
- f. How will they deal with negative community attitudes?
- g. Determine the applicants' understanding and knowledge of the development and behavior of children.
- h. Will the family accept the child's previous family - visits, phone calls, etc.?

### **Money Management:**

- a. How do the applicants manage their money?

- b. What are the family members' roles in management?
- c. Do they have income sufficient to support all members of the family?

**Health:**

- a. If there are health problems, how do the family members cope with them? If there is a disability, how do other family members compensate?
- b. Secure from their physician a health statement of each member of the family using form CW-216, Adoptive Home Medical Report.

Pursuant to section [453.070 RSMo.](#), a disability or disease of a prospective adoptive parent shall not constitute a basis for a determination that the petitioner is unfit or not suitable to be an adoptive parent without specifically showing that the disability, or disease, causes a substantial and significant risk of harm to a child.

- c. Determine any history of hospitalization for either physical or emotional problems.
- d. Determine any history of treatment for any psychiatric problem.
- e. Determine any history of treatment for any form of substance abuse.
- f. The preferred age differential between the children placed for adoption and the adoptive parent(s) is such that the adoptive parent(s) can be expected to rear them to adulthood.
- g. When the above standard cannot be met, inquiry must be made about the family's willingness to obtain commitment from other immediate or extended family members to rear the adopted child to adulthood.

NOTE: Such action should take place before any placement is made.

**Employment:**

- a. Discuss employment history with the applicants.
- b. If both are employed, what are the child care plans?

**Religion:**

- a. What are applicants' religious practices and attitudes?

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- b. What are applicants' expectations for adopted children regarding the family's religious attitudes?

**Children in the Home:**

- a. What is the school history of each child in the home?
- b. What is the development and adjustment to school?

**The Home and Community:**

- a. Describe the home, adequacy of space, state of repair, housekeeping conditions, the surroundings and the neighborhood.
- b. Give a brief description of the community. (Consider economic level, moral influence, housing standards, health conditions, recreation, school, and church.)
- c. Is there access to special resources such as diagnostic clinics, therapists, special medical facilities?

**References:**

- a. At least three (3) references unrelated to the applicant, must be contacted, and confirmed on Personal Reference Questionnaire, CS-101f. If the family has children, it is recommended that a reference from each child's teacher be submitted on a School Reference Request, CS-101e.
- b. How long have they known the family and in what capacity?
- c. What is the reference's opinion of the applicants' relationship with each other and the stability of their marriage?
- d. What is the reference's opinion of the applicants' ability to parent their own children, as well as an adoptive child?

**Evaluation:**

- a. Assess and summarize, based upon the applicants' statements, what their references have said, and the Children's Service Worker's own observations. Document whether or not these applicants are capable of meeting the needs of and providing opportunities for the healthy growth and development of a child(ren).
- b. Assess and summarize applicants' strengths and weaknesses such as:
  - Their capacity to make a child a part of the family,

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- Their capacity to understand and handle problems, and
- Their ability to deal with a special needs child.

### **Recommendation**

Discuss and explain to the applicants the recommendation as to number, age, and sex of child or children the applicants could best parent. Discuss and explain the recommendation if it is to suspend, withdraw, or deny a license to an individual or family, remembering that such a decision should not be a surprise to the applicants. This decision can be made at any time during the study process. Also, remember that the Children's Service Worker should be as honest as possible with the applicant regarding the decision, recognizing the applicants' sensitivity and tolerance.

### **Chapter Memoranda History:** (prior to 01-31-07)

[CD04-79](#), [CD05-76](#)

### **Memoranda History:**

[CD07-44](#), [CD07-59](#), [CD08-55](#), [CD-08-56](#), [CD08-107](#), [CD09-88](#), [CD10-116](#), [CD11-107](#),  
CD12-46

## **Attachment I: Adoptive Family Assessment Recording Outline**

### **Reason For Study:**

- a. The type of study
- b. The motivation of applicant

**Summary of Contacts:** Include the date and place of contact and with whom contact was made.

**Description of Family Members:** Include a description of each household member and all applicable information including:

- a. Attitude toward children;
- b. Social history;
- c. Marital history;
- d. Military history;
- e. Education;
- f. Health;
- g. Employment history; and
- h. Extended family with emphasis on those who are important to the family's support system.

### **Family Relationship:**

- a. Their present marriage, if appropriate - roles, responsibilities and stability;
- b. The interaction between parents and/or children;
- c. Group activities and shared interests;
- d. Religious or ethical beliefs;
- e. Methods of discipline; and
- f. Communication system.

**Financial Status:**

- a. Total monthly income for family; and
- b. Total monthly expenses.

**Health Status:**

- a. Summarize information from medical forms coupled with information gained from interviews.
- b. Include information about the age differential between applicant and child(ren) requested. If the differential indicates the child could not be reared to adulthood, include a description of the plans the applicants have made with the immediate or extended family members to assume this responsibility.

**Home and Environment:**

- a. Description of home and surroundings; and
- b. Housekeeping standards.

**Family's Understanding of and Response to Agency Policy Regarding:**

- a. Discussing with the child issues surrounding the adoption;
- b. Pre-placement planning and visits;
- c. Adoption subsidy payment system;
- d. Maintaining, over the child's growth years, relationships with siblings when they are separated, and significant others;
- e. The sharing of social, emotional, health information at any time after final decree of adoption is granted; and
- f. Continued availability of agency services after the final decree is granted.

**Expectations of Adoptive Parenting:**

- a. Type of child desired; and
- b. Any special items that must be considered in the placement decision and subsequent planning.

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### **Summary of References:**

- a. Highway Patrol and FBI check (arrests and convictions; consider relevance to additional child caring responsibilities.
- b. Review of Family Support Division (FSD) screens.
  - SCLR - Department of Social Services (DSS) data base (Access with name, sex, and date of birth);
  - KDCN - Protective Services (PS) inquiry (accessed by DCN);
  - IPAR - Income Maintenance (IM) information (accessed by DCN);
  - FPAR - Food Stamps (FS) information (accessed by DCN);
  - OVCI - Claims and Restitution (CARS) information (accessed by DCN); and
  - DPAR - Family Support Division participation screen (accessed by DCN).
- c. Family Care Safety Registry Report
- d. Case net review results

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| Related Subject: Section 6, Chapter 3, Attachment H: Guide for conducting Adoptive Family Assessment Services for instructions on CA/N checks, fingerprinting, Case net and Family Care Safety Registry |
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- e. Personal
- f. Employment
- g. School

### **Evaluation**

### **Recommendation**

### **Signature Of Worker And Date Signed**

### **Approval Of Supervisor Including Signature And Date**

### **Signature Of Adoptive Parent And Date Signed**

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Additional Summary Of The Adoptive Record Should Be Completed At Least Every Two Years And Include:

- a. Any changes to the above information;
- b. The response to any changes in agency policy;
- c. A repeat of step 10, item a through d, in above Summary of References;
- d. Reflect reasons why other families were selected for children for whom this family was also recommended (i.e., include information from staffing reports);
- e. Evaluation of continued readiness for adoptive parenting;
- f. Recommendation;
- g. Signature of worker and date signed;
- h. Approval of supervisor including signature and date; and
- i. Signature of adoptive applicant and date signed.

**Chapter Memoranda History:** (prior to 01-31-07)

[CD04-79](#)

**Memoranda History:**

## **Attachment J: Foster/Adoptive Care Licensing**

Families licensed to provide foster/adoptive care (FA) must be Children's Division (CD) approved adoptive families who are accepting a child for the purpose of adoption. This includes kinship families who are not eligible to receive maintenance and special expense payments because the child is HDN.

The foster/adoptive care (FA) license is designed to enhance adoption permanency planning for children in CD custody or Class I juvenile courts. It enables staff to authorize out-of-home care payments for children in CD custody for maintenance, special expenses, if needed, and Medicaid to families who are in need of temporary financial assistance.

Children in the custody of Class I juvenile courts and placed with a licensed foster/adoptive care (FA) family are entitled only to maintenance and Medicaid services. Payments may be provided until custody is transferred for adoption or the child is removed from the home, whichever occurs first.

**NOTE:** This license does not apply to foster / kinship families who are later approved to adopt a child in their care who is in CD custody. These families are already licensed and do not need to be licensed again to receive out-of-home care payments.

### **Rule Requirements**

Rule 13 CSR 40-50.010 includes the following licensing requirements:

- a. Prior approval by CD as an adoptive family, and have had a child placed or are in the process of having a specific child placed;
- b. The filing of a petition for adoption of a specific child;

**NOTE:** A petition for adoption may be filed before a specific child is actually placed in order to meet the rule requirement.

### **The signing of a CM-6, Cooperative Agreement for the Purchase of**

**Foster/Adoptive Care (FA):** The licensure period is up to nine months. This period may be extended, as necessary, but not to exceed up to nine months until custody is transferred, an adoption subsidy agreement is approved for an eligible child, or the child is removed, whichever occurs first.

**NOTE:** It is not necessary that actual physical placement of the child occur for the contract to be signed. However, the plan for the child must be placement and it must occur within a reasonable time after the licensed is approved.

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## **Attachment K: Guidelines For Adoptive Assessments**

### **Guidelines For Conducting And Reporting A Court Requested/Ordered Adoptive Assessment**

The Division may be requested / ordered by the juvenile court to complete an investigation of a family who has petitioned to adopt a child. The requirements relating to these investigations (assessments) are found in chapter 453, RSMo. The court will use the assessment to determine if it should allow the adoption. Therefore, it is important that the assessment be completed in a thorough and timely manner.

Chapter 453 differentiates between a court requested/ordered adoptive assessment where a child has been placed with the prospective adoptive family pursuant to a court order and one where there was no court order prior to the transfer of custody. The length of time staff has to initiate and complete the assessment depends on whether or not the child was placed pursuant to a court order.

In those situations where the child was placed by an appropriate individual/agency, section 453.070, RSMo, mandates that an investigation (assessment) of the adoptive placement be completed and a report submitted to the court within 90 days. The court may direct the Division to complete this investigation.

Section 453.110, RSMo, requires the court to order Children's Division (CD) to conduct an investigation (assessment) and submit a report when a child is placed in the custody of another person/agency before obtaining the court's authority to do so. This section requires CD to initiate the investigation within 48 hours and submit a report to the court within 30 days. The assessment should include the same information as required in section 453.070, RSMo. However, staff should place greater emphasis on the specifics surrounding the placement of the child. Staff should attempt to locate and interview the birth parents. This information will allow the court to determine if the placement was appropriate and if the birth parents agree to the adoption.

Staff may, in the course of their duties, become aware of a child's placement which is not in compliance with the law. In these situations, staff should immediately notify the court and provide any pertinent and identifying information.

Staff should refer to this attachment of this section, to complete the majority of the adoption assessment and the report. However, the following information shall be added when completing an assessment and report as required under chapter 453, RSMo. If the child has not yet been placed in the home, the information about the child's adjustment in the home can be omitted.

### **Circumstances Of The Child's Placement With The Family:**

- a. Original reason and circumstances surrounding the child's placement and when. Was adoption anticipated when the child was placed? Was the plan at the time for the parents to resume custody?
- b. What was the child's health at placement? What was the child's understanding of the reason for placement? How did the child feel about the placement?
- c. Did any money or other considerations change hands at or subsequent to the placement? If so, obtain the particulars.

### **Identifying Information Of The Child And Adjustment To The Family**

#### **Description Of The Child:**

- a. Age, race/ethnicity and birth date;
- b. Physical and mental condition. This should be confirmed by a statement from the child's physician. If the child's condition suggests that a mental or psychological evaluation would be important, this should be requested from the family and results noted in the report. If the family refuses, the court should be provided with this information;
- c. Developmental history;
- d. Special needs and potential eligibility for adoption subsidy.

Describe the child's emotional adjustment in the home and his/her desire to remain.

Describe how the family has met the physical, mental, intellectual and special needs of the child. Describe the child's relationship with each member of the family.

#### **Interview With The Birth Parents**

Staff should attempt to make contact with and interview the birth parents, especially when there has been an improper placement. The following information should be obtained:

What was the original reason the child was placed with the prospective adoptive family? What is their current intent regarding the child? Are they aware that the prospective adoptive family wants to adopt the child? What are their feelings regarding this adoption?

Background history and current status including:

- a. Age, race/ethnicity;
- b. Employment and educational history;
- c. Marital status;
- d. General medical and mental health currently and at the time the child was placed;
- e. Life history as it specifically relates to the child's development and decision to place the child for adoption;
- f. Current relationship with the child and the prospective adoptive family;
- g. Other information which will assist the court in determining the parents' situation currently and at the time of the placement;

Have they signed a consent to adoption or any other documents which pertain to transfer custody?

Did they receive any compensation or money for the placement of the child? If so, gather particulars.

### **Interview With The Prospective Adoptive Family**

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| Related Subject: Section 6, Chapter 2.2.2 Mutual Assessment Process |
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Staff should gather the following information relating to the family's relationship with the child:

- a. Why is the family interested in adopting the child;
- b. Assess whether or not they can meet the physical, emotional, intellectual and special needs of the child on an ongoing basis;
- c. What is their personal relationship with the birth parents and do they anticipate this relationship will change after the adoption?

**Chapter Memoranda History:** (prior to 01-31-07)

**Memoranda History:**

## **Attachment L: Guide for Conducting a Review of a Resource Home**

The Regional Director/Designee will be responsible for causing a formal review of a resource home when there is a substantiated determination of child abuse/neglect involving the resource home and/or there are serious infractions of licensing regulations. The purpose of the review is to determine the continued use or licensure of the resource home. The provider may be placed on Administrative Hold status with a corrective action/support plan implemented and no other children placed in the home until the issue is resolved. In keeping with Child Welfare Practice, the reviews need to be strength-based and focused on the best interest of the child. The outcome of the review may result in moving forward with adverse action of the home which will begin the Fair Hearing process as outlined in [Chapter 7](#) of this section.

### **Timeframe**

The review of the resource home should occur within 30 calendar days following receipt of CA/N records or notice of licensing violation.

### **Participants:**

1. Resource Parents and support individual of their choice.
2. The Review Teams should include:
  - a. Non-CD members-One designated as the "Team Leader" or Moderator;
  - b. Licensing Supervisor and/or Supervisor III;
  - c. A third party such as:
    - Staff (including supervisors) from other program areas and/or counties;
    - Teaching resource parent; or
    - Currently licensed veteran resource parent.
3. Presenters may include:
  - a. CA/N investigator;
  - b. Children's Service Worker of the child(ren) in the resource home;
  - c. Resource Home Licensing Worker; and
  - d. Other individuals as needed.

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A written review summary and recommendations will be submitted to the Regional Director for review and approval. One of the following two conclusions will result:

1. Issue resolved and the Regional Director or designee approved review summary placed in the administrative section of the resource license file; or
2. Issue not resolved; therefore, proceed with the Fair Hearing Process as outlined in Section 3 Chapter 7.

### **Written Review Summary Outline**

The following outline should be followed when creating the written review summary:

Concern(s) prompting formal review: Include date(s) of reported concern(s), specific information about the concern(s), and reference any OHI reports.

Contact(s) with the resource provider(s) regarding the concern(s): Include dates, type of contact and individual contacted.

Status of foster placements: Include information regarding if the foster placements are removed. If not removed, identify the safety plan.

Begin date for Administrative Hold: The date entered in FACES.

Date of formal review:

Participants: Name of participants and their role or position.

Conclusion/Recommendations:

Resource licensing worker signature:

Supervisor signature:

Regional Director/Designee signature:

### **Chapter Memoranda History:** (prior to 01-31-07)

#### **Memoranda History:**

CD07-73, CD12-36

### **Attachment M: Children's Service Worker Responsibilities**

The role of the Children's Service Worker responsible for licensing is to coordinate the licensing and maintenance of all resource provider homes. This coordination includes recruitment, training, and support of the resource providers. It also includes providing guidance and discipline to these providers and assuring the home continues to meet licensing standards. The licensing worker is responsible for obtaining and maintaining quality care providers for children in Division custody and to help staff locate appropriate placement for children entering Division custody.

The responsibilities of this position include, but are not limited to:

1. Responding to initial inquiries and screenings for care providers. This includes discussing foster parenting with potential providers, the conducting of (or referral to contractors for) screening, and reviewing families after screening for appropriateness to attend Specialized Training Assessment Resources and Supports (STARS). This also includes presenting the Safe Sleep Practices, CD 117, the Discipline Agreement, CD-119, Foster Parent Bill of Rights and Responsibilities, and the Resource Acknowledgement of Home Assessment & Case File Information Access, CD-128. The applicants(s) must review, agree to, and sign the forms.
2. Provision of, or referral to contractors for, STARS and STARS for the Caregiver Who Knows the Child training. This includes the completion of assessments and the Foster Family Profile, CD-56, for the families and assuring that all required background screens are completed. (See CWM [Section 6 Chapter 3](#) for required background checks.)
3. Review assessments and the Foster Family Profile, CD-56, after the completion of STARS or STARS for the Caregiver Who Knows the Child. This review should be completed with the licensing supervisor or Circuit Manager and a decision should be made as to the approval or denial of the alternative care license. Once the review is completed, the worker should notify the family (in person) and the trainer of the decision to approve or deny the license application.
4. Complete the licensing contracts and paperwork. Staff should complete the Resource Home and Safety Checklist, CS-45, prior to issuing a license.
5. Complete the Professional Family Development Plan, CD-100, with the family. Contact the family and set a date to meet with the family to discuss and work on the CD-100 within 30 days of initial licensure. A new CD-100 is created at each license renewal. The CD-100 should be reviewed quarterly and annually. The licensing worker should also discuss the family's progress in the CD-100 at the quarterly home visits.

6. Maintain file on resource family. (See CWM [Section 5 Chapter 1](#) for information on file maintenance.)
7. Conduct quarterly in-home visits with all licensed resource provider homes, which should include, but is not limited to, a walk through of the home to assure the home continues to meet licensing standards. If there are weapons in the home, the storage of these weapons must be reviewed with the family and the worker should request to review the storage. If, during the quarterly visits, it is determined that changes in the household composition have impacted information on the CD-56, a new CD-56 should be completed by the resource provider. The CD-56 should be returned to the local licensing worker within 10 business days.
8. Assure computer records are updated. This includes any changes in address, licensing status, renewal dates and in-service training hours.
9. Conduct renewal assessments on all foster and kinship care providers or refer to contracted agencies for completion of renewal assessment. (Guidelines for completion of renewal assessment are located in CWM [Section 6 Chapter 3 Attachment D](#).)
10. Keep track of training attendance, provide notification of available training, and provision of in-service training, as needed, to resource providers.
11. Assist in the development and continuation of support groups for foster and kinship care providers.
12. Assist in locating appropriate placement for children entering custody and those needing a change of placement. This includes maintaining a list of available providers, making phone calls to locate placement, help arranging pre-placement visits, and providing information to staff on the strengths and needs of placement providers. This also includes providing as much information on potential placements to resource providers as is available. Assure placement numbers do not exceed licensed capacity.
13. Conduct reviews of all licensing issues brought to agency attention. This may be through staff notification, outside source notification (i.e. in home service providers, biological parents, etc), or Out of Home Investigation (OHI) reports. These reviews should include the licensing supervisor and Circuit Manager or designee. Formal reviews shall be conducted on all OHI reports with Preponderance of Evidence findings and/or licensing concerns. The process for formal reviews can be located in CWM [Section 6 Chapter 3 Attachment L](#).
14. Conduct exit interviews with all resource providers. This should be completed for those resource providers who choose to close their license as well as those homes that are revoked. The purpose of the exit interview is to determine if the

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agency may have been able to do something different or better to maintain this placement resource. This interview should be documented in the record. Provide a copy of the Resource Family Exit Interview, CD-112, for the resource provider to complete. The CD-112 shall be placed in the forms section of the case record. The CD-112 can be used to assist the worker in conducting the exit interview with the resource provider.

**Chapter Memoranda History:** (prior to 01-31-07)

[CD06-60](#)

**Memoranda History:**

[CD07-54](#), [CD09-105](#), CD10-63