



MISSOURI DEPARTMENT OF SOCIAL SERVICES
CHILDREN'S DIVISION
RESIDENTIAL PROGRAM UNIT

THE FOLLOWING DOCUMENTS MUST ACCOMPANY YOUR APPLICATION FOR LICENSURE PURSUANT TO 13 CSR 35-71.020.

- 1. Articles of incorporation or organization, bylaws, and a list of all board members to include any board officers with such officers' contact information.
- 2. Signed and dated copy of the division's civil rights agreement. Please complete the RPU-32.
- 3. Proposed budget for a period of not less than one (1) year, including sources of income.
- 4. Documentation of professional and commercial liability insurance, worker's compensation insurance, fire and disaster insurance, and insurance for any vehicles operated by the facility (coverage must include personal injury protection for passengers). Please provide declaration page providing proof of insurance.
- 5. Document setting forth the authority and responsibilities delegated to the executive director by the board of directors. Please attach executive director's job description.
- 6. Chart depicting facility's organizational structure. Please provide organizational chart that includes the name of all professional staff.
- 7. Personnel manual.
- 8. Job titles and job descriptions for all staff.
- 9. Name, phone number, and email address of the designated caregiver authorized by the facility to use the reasonable and prudent parent standard pursuant to 210.665, RSMo, if contracted with the State of Missouri.
- 10. Projected staffing plan for the anticipated capacity. Please provide a proposed schedule of direct care staff on site reflecting how ratios will be met at all times.
- 11. Staff training plan. Please include a training plan that covers all required training topics as noted in regulation for the upcoming year.
- 12. Certification that all individuals required to complete a background check and to be found eligible for employment or presence at the facility pursuant to 13 CSR 35-71.015 have completed the required background check and have been found eligible for employment or presence by the division. Please complete the RPU-10. Please do not send copies of individual background eligibility letter and/or FCSRs.
- 13. Verification of the education, licensing credentials, and experience of all professional staff. Please provide transcripts and proof of licensure.
- 14. Resumes for all professional and administrative staff.
- 15. Evidence of compliance with local building and zoning requirements. Please provide a letter from city or county zoning officer or inspector stating compliance or use form RPU-6.
- 16. Floor plan of the facility that identifies the specific use of each room.
- 17. Evidence of compliance with the fire safety requirements required by the State Fire Marshal. Please do not include inspections for alarms, sprinkler systems, or fire extinguishers.
- 18. Local health department inspection certificates and any permits required by local ordinance. Please include food safety inspection as well as water and sewage inspections. Water and sewage inspections are not required if a site is on public water and sewage.
- 19. Documentation that any pool on the grounds is operated in accordance with all applicable local ordinances. Please include any applicable permits or certificates.
- 20. Program and/or policy manual for the facility that contains the following materials:
 - A. Description of specific program models, including methods of treatment.
 - B. Description of the recreational program.
 - C. Document outlining the respective educational responsibilities of the facility and any local education authority, as applicable.
 - D. Personnel health verification policy.
 - E. Intake policy.
 - F. Health and sick care protocol for residents.
 - G. Medication policy, including psychotropic medications.
 - H. Medical record retention policy for residents.
 - I. Confidentiality policy.
 - J. Visitation policy.

- K. Critical incident reporting policy.
- L. Child abuse and neglect reporting policy.
- M. Discipline policy for residents.
- N. Restraint policy using a recognized and approved physical restraint program.
- O. Locked isolation policy.
- P. Volunteer policy.
- 21. Description of facility's religious requirements and practices if applicable.