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|  | MISSOURI DEPARTMENT OF SOCIAL SERVICESCHILDREN’S DIVISION**License/Approval Renewal Reminder** |

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| Resource Parent(s) Name | [ ]  90 day reminder |
| Resource Parent(s) Mailing Address | [ ]  60 day reminder |
| Resource Parent(s) City, State, Zip Code | [ ]  final reminder |
|  |  |
| Dear  | Resource Parent Name |
|
| I hope this correspondence finds you, your family, and the children in your care doing well. On behalf of my agency, I would like to thank you for all you do for the children in your home. I look forward to continuing to work together with you as a vital part of the professional team. In order to accomplish this, it is time to finalize the relicensing process to stay in compliance with state law. Your current license is scheduled to expire on Enter Expiration Date.The process for license renewal is located in the Child Welfare Manual in Section 6 Chapter 3 Subsection 5. You may find this document on the Internet located at <https://dssmanuals.mo.gov/child-welfare-manual/section-6-chapter-3-resource-family-assessment-and-licensing-process-subsection-5-conducting-resource-home-renewal/> If you do not have access to the Internet I can provide you a copy of the policy if wish to have a copy. The following license/ approval renewal requirements need to be completed and the supporting documentation provided to me no later than 30 days prior to the date of your license expiration: |
| **[ ]**  | Training Hours & Required Trainings13 CSR 35-60.030 (5)(B) |       |
| [ ]  | Fingerprints of all household members age 17 and older (every 6 years due to Rap Back)13 CSR 35-60.010 (1)(B) |       |
| [ ]  | Physician’s Medical Statement 13 CSR 35-60.030 (4)(A)(B)(C) |       |
| [ ]  | Home Safety Check13 CSR 35-60.040 |       |
| [ ]  | Review and sign the Home Assessment13 CSR 35-60.030 (6)(7) |       |

Additional Comments from the worker

Thank you for working with me on completing the renewal requirements. I will be anticipating receipt of the indicated required documents. If you have any questions or concerns, please contact me.

Respectfully,

Licensing Worker