

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O.BOX 88

JEFFERSON CITY, MISSOURI

January 31, 2006

MEMORANDUM**WHAT'S INSIDE?**

- Revised CS-21B and Instructions

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS,
AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: REVISED CS-21B REPORTER DISPOSITION NOTIFICATION LETTER
AND INSTRUCTIONS [CD E-Forms and Instructions](#)

DISCUSSION:

The purpose of this memorandum is to inform staff that a revised CS-21B, *Reporter Disposition Notification Letter* is now available in Word and can be found on the Children's Division intranet site CD forms link. This version prompts the worker to click on the appropriate report disposition. The selected disposition and the related explanation will automatically populate the letter. Please note CS-21B disposition options include:

- Preponderance of Evidence
- Unsubstantiated
- Family Assessment
- Inappropriate Report
- Unable to Locate
- Located Out-of-State
- Home Schooling

For Child Welfare Policy related to a reporter's rights to disposition information, see [Section 2, Chapter 4, Attachment D](#) - Reporter Contact and Related [Missouri Statute 210.145.15 RSMo](#).

All previous versions of the CS-21B should be deleted from their computers.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. All questions should be cleared through normal supervisory channels and directed to:

Program Development Specialist Randy McDermit 573-751-8932 Randall.D.McDermit@dss.mo.gov	Program Manager Kathryn Sapp 573-522-5062 Kathryn.Sapp@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: N/A	
RELATED STATUTE: 210.145.15 RSMo	
ADMINISTRATIVE RULES: N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS: N/A	
PROGRAM IMPROVEMENT PLAN (PIP): N/A	
Family and Children's Electronic System (FACES) N/A	

PN/RM