

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 4, 2008

What's Inside: Revised Respite Care Provider Forms
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MEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: Revised Respite Care Provider Forms

DISCUSSION:

The purpose of this memorandum is to inform staff that the Respite Care Provider Forms have been revised and are now available on the CD E-Forms web site. The Foster Respite Care Provider Forms have been revised to accommodate the new licensing rules referenced in [CD07-36](#). Please destroy old copies of these forms and commence using the new forms immediately.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. Destroy old copies of CS-RC-1, CS-RC-2 and CS-RC-3.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

Venice Wood
(573)522-5060
Venice.P.Wood@dss.mo.gov

PROGRAM MANAGER:

Melody Yancey
(573)526-8040
Melody.Yancey@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

N/A

FORMS AND INSTRUCTIONS:

CS-RC-1 Application To Provide Respite Care
CS-RC-2 Foster Respite Care Provider Checklist
CS-RC-3 Respite Care Provider Approval

REFERENCE DOCUMENTS and RESOURCES:

N/A

RELATED STATUTE:

N/A

ADMINISTRATIVE RULE:

[State Code of Regulations Title 13 Division 35 Chapter 60](#)

COUNCIL ON ACCREDITATION (COA) STANDARDS:

N/A

PROGRAM IMPROVEMENT PLAN (PIP):

N/A

SACWIS REQUIREMENTS:

N/A