



JEREMIAH W. (JAY) NIXON, GOVERNOR • RONALD J. LEVY, DIRECTOR

PAULA NEESE, DIRECTOR  
CHILDREN'S DIVISION

P.O. BOX 88 • JEFFERSON CITY, MO 65103-0088  
WWW.DSS.MO.GOV • 573-522-8024 • 573-526-3971 FAX

November 24, 2009

Dear Adoptive Parent or Legal Guardian:

The purpose of this letter is to make you aware of policy changes that have been made with the subsidy program. We are providing this information to you in an effort to work together to see that the needs of your family are met and Children's Division Policy is followed.

As of 5/1/2008, policy was revised to reflect that subsidy agreements shall not be backdated. The purpose of this change is to ensure that the Children's Division has a valid and active contract with each Adoptive parent and Legal Guardian to prevent any payment problems or service delivery problems and to cover services as they are being paid.

As a result of this change, any service that is requested on a subsidy must be added to the subsidy agreement and the paperwork submitted 30 to 45 days in advance of the service start date so that the subsidy paperwork may be processed within the Children's Division Contract Management unit prior to the start of the service. Services must be approved by the Division Director prior to the delivery of the service. If services are received prior to the approval of the Division Director, your family will be responsible for the payment of any services that were rendered prior to receiving approval by the Division Director. We do not want a family to become financially responsible for payment for a service necessary for the child/family that could have been approved by following the outlined timeframes. We are providing this information as a reminder so we can prevent a family from becoming financially responsible for such services.

Adoptive Parents and Legal Guardians, we need your help to ensure that Children's Division policy is followed and you are receiving services timely. You can help by:

1. Providing all requested information in a timely manner (school letters, counseling reports, etc.)
2. Asking the Division questions, whenever necessary, to ensure that your needs are being met, making workers aware of services needed when the need arises.

RELAY MISSOURI  
FOR HEARING AND SPEECH IMPAIRED  
1-800-735-2466 VOICE • 1-800-735-2966 TEXT PHONE

*An Equal Opportunity Employer, services provided on a nondiscriminatory basis.*

3. If you have a child in Residential Care, attending any meetings regarding your child and assisting the Children's Division in obtaining any necessary paperwork for continued residential care.

4. Returning subsidy contract paperwork in a timely manner.

We appreciate your help and look forward to our continued partnership. If you have any questions or concerns please feel free to contact your local Children's Division office/subsidy worker.

Sincerely,

Children's Division