

## DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

FEBRUARY 11, 2009

## M E M O R A N D U M

**What's Inside:**  
Adoption/Guardianship  
Subsidy  
Backdating Deadline

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

**FROM:** CELESTA HARTGRAVES, ACTING DIRECTOR

**SUBJECT:** ADOPTION/GUARDIANSHIP SUBSIDY BACKDATING  
DEADLINE

**DISCUSSION:**

The purpose of this memorandum is to inform adoption and guardianship subsidy staff that subsidies containing backdated information will not be accepted after February 27, 2009. All subsidies needing correction or containing backdated information need to be submitted prior to the February 27, 2009 date in order to be accepted for entry.

The purpose of allowing subsidies to be backdated was to allow subsidy staff to "clean up" any errors on old subsidies. Any subsidies being written for current services, such as residential treatment, or on the new agreement forms are NOT to contain any backdated information.

Starting February 28, 2009, any subsidy submitted with backdated information will be returned for correction as CD staff members are expected to follow current subsidy policy which can be located in the Child Welfare Manual Section 4; Chapter 30.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT**

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**PROGRAM MANAGER**

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<b>CHILD WELFARE MANUAL REVISIONS</b> N/A
<b>FORMS AND INSTRUCTIONS</b> N/A
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">Child Welfare Manual Section 4.30</a>
<b>RELATED STATUTE</b> N/A
<b>ADMINISTRATIVE RULE</b> N/A
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A
<b>PROTECTIVE FACTORS:</b> N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children
<b>FACES REQUIREMENTS</b> N/A