

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 8, 2009

M E M O R A N D U M

What's Inside:
Revision of the
Cooperative
Agreement for the
Purchase of
Professional Foster
Parent Services,
CM-14

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISION OF THE COOPERATIVE AGREEMENT FOR THE PURCHASE OF PROFESSIONAL FOSTER PARENT SERVICES

DISCUSSION:

The Children's Division is in the process of converting all the Cooperative Agreements for Services and Amendments for resource providers to WORD format. The first of these cooperative agreements to be converted is the Cooperative Agreement for the Purchase of Professional Foster Care Services, also called the Professional Parent, PP, or CM-14. The new title is now Cooperative Agreement for the Purchase of Professional Parenting Services, CM-14.

The CM-14 is the document that must be signed and approved to generate the monthly maintenance payment for those resource providers who have completed the required 27 hours of STARS pre-service curriculum training (30 in Jackson County). All resource providers who become licensed sign the CM-14. The award of this agreement generates a \$100.00 monthly payment in addition to the maintenance payment for children and youth placed in the resource provider's home.

All resource providers must complete 30 hours of in-service training during their 2 year licensure period. If the resource provider fails to complete the required 30 hours of in-service training during the 2 year licensure period, their license is placed on Administrative Hold, the CM-14 is closed and a Cooperative Agreement for the Purchase of Foster Care Services/ AC / CM-3 must be signed. This allows for the monthly maintenance payment to continue but the \$100.00 Professional Parenting Payment will cease until the provider becomes compliant with the training requirements. Refer to memo [CD08-64](#) regarding this payment cessation and agreement closing.

After the resource provider(s) sign the CM-14, staff must send the form to the Central Office Contract Unit in Jefferson City, Missouri. A contract number will be assigned and the Children's Division Director will approve and sign the agreement. Central Office contract staff will send a copy of the approved agreement back to the county office.

County office staff are responsible to provide a copy for the resource provider and file a copy in the Contracts/Licensing section of the resource provider's case file.

Children's Division staff will begin using the CM-14 agreement with all newly licensed resource providers beginning April 8, 2009. All existing resource providers are required to sign the new CM-14 agreement at the time of their license renewal. Staff are required to follow the process outlined in this memo once the new agreement is signed. All resource providers should be converted to the new CM-14 Cooperative Agreement by April 8, 2011.

The revised CM-14 is now listed on E forms but only available on Desk Top. All currently blank CM-14 documents should be destroyed and no longer used beginning April 8, 2009.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children's Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	PROGRAM MANAGER Melody Yancey 573-751-3171 Melody.Yancey@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
Cooperative Agreement for the Purchase of Professional Parenting Services, CM-14 (Available on Desk Top only)	
REFERENCE DOCUMENTS AND RESOURCES	
CD08-64 Administrative Hold as Related to License Renewal	
RELATED STATUTE	
N/A	
ADMINISTRATIVE RULE	
N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS	
N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR)	
N/A	
PROTECTIVE FACTORS	
Parental Resilience N/A Social Connections N/A	

Knowledge of Parenting and Child Development N/A
Concrete Support in Times of Need N/A
Social and Emotional Competence of Children N/A

FACES REQUIREMENTS

N/A
