

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 24, 2011

M E M O R A N D U M

What's Inside: Revision of Fair Hearing Policy

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: REVISION OF FAIR HEARING POLICY

DISCUSSION:

The purpose of this memorandum is to introduce revisions to the Fair Hearing Policy. The steps to take have been clarified including time frames and information about data entry in FACES.

It is imperative that a foster home license or a vendor approval not be closed with an adverse close reason of denial or revocation until after the entire due process is completed.

The home shall be placed on Administrative Hold until the complete grievance process has reached its conclusion, including the expiration of the 90 day time frame for filing an appeal in their circuit court per RSMO 208.100. If the appeal is filed timely with the circuit court, the conclusion cannot be entered until the final decision of the court case is filed.

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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CHILD WELFARE MANUAL REVISIONS Children's Division's Fair Hearing Process, Section 6 Chapter 7 Subsection 1
FORMS AND INSTRUCTIONS N/A
REFERENCE DOCUMENTS AND RESOURCES N/A
RELATED STATUTE N/A
ADMINISTRATIVE RULE 13 CSR 35-60.010 (2)
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A
PROTECTIVE FACTORS N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children
FACES REQUIREMENTS N/A