

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

5/17/2012

M E M O R A N D U M

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: 30 DAY NOTICE OF SUBSIDY CONTRACT
CLOSURE/TERMINATION LETTER

What's Inside:

CD-185: 30 Day Notice
of Subsidy Contract
Closure/Termination
Letter

DISCUSSION:

The purpose of this memorandum is to notify staff that a new form letter has been developed for adoption and guardianship subsidy workers to utilize when notifying subsidy families that their subsidy will be closed or terminated.

This letter will provide a consistent way for families to be notified of ending subsidy services/contracts. The letter should be utilized anytime a subsidy is being closed or terminated. The following list provides a few examples of when the letter should be utilized:

1. Subsidy youth is turning 18 years old – 30 days prior to the end of the 18th birth month a closure letter should be sent to the family (the family should have been contacted 6 months prior to the 18th birth month to determine if continuation of subsidy services would be warranted).
2. Subsidy youth left the adoptive/guardianship home and the subsidy contract has been left open for a period of 6 months (maintenance turned off) – if the youth has not returned to the adoptive/guardianship home within the initial 5 months a closure letter should be sent to the subsidy family 30 days prior to the closure of the subsidy contract.
3. Verification has been received by the subsidy worker that the guardianship/adoptive family is no longer legally/financially responsible for the child.
4. Verification has been received by the subsidy worker that the subsidy child has returned to the biological parent home – subsidy services cannot be continued in situations where a child is not deprived of parental support (the subsidy worker may leave the subsidy contract open with no maintenance for a period of 6 months)

The 30 Day Notice of Subsidy Closure/Termination Letter, CD-185, has been posted on the CD Intranet on E-forms and is available for immediate use by CD employees only.

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

Emily Montgomery
(573) 522-8620
Emily.M.Montgomery@dss.mo.gov

PROGRAM MANAGER

Amy Martin
(573) 751-3171
Amy.L.Martin@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS

[Section 4; Chapter 30 Subsection 9 – Termination of the Subsidy Agreement](#)

FORMS AND INSTRUCTIONS

[CD-185 – 30 Day Notice of Subsidy Termination Letter](#)

REFERENCE DOCUMENTS AND RESOURCES

N/A

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 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