

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 20, 2012

M E M O R A N D U M

**What's Inside:**  
Revision of the  
Relative and Kinship  
Home Introduction  
Letter, CD-71

**TO:** REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF  
**FROM:** CANDACE A. SHIVELY, DIRECTOR  
**SUBJECT:** REVISION OF THE RELATIVE AND KINSHIP HOME INTRODUCTION LETTER, CD-71

**DISCUSSION:**

In response to the Continuous Quality Improvement program, the Relative and Kinship Provider Introduction Letter, CD-71, has been revised.

Some Circuit Courts request that a home assessment be completed for a relative or kinship applicant prior to the placement. The language on the CD-71 has been revised so the letter may be used as an introduction when a placement is made or prior to a placement.

Destroy all copies of the CD-71 dated prior to the revision of 8/12.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division staff.</li> <li>2. Review revised Children's Division forms as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Elizabeth Tattershall 573-522-1191 <a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>	<b>DEPUTY DIRECTOR</b> Marta Halter 573-751-2427 <a href="mailto:Marta.Halter@dss.mo.gov">Marta.Halter@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b>	
NA	
<b>FORMS AND INSTRUCTIONS</b>	
<a href="#">Relative and Kinship Home Introduction Letter, CD-71</a>	

<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A
<b>RELATED STATUTE</b> N/A
<b>ADMINISTRATIVE RULE</b> N/A
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> (List or put N/A if not applicable.)
<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