

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 3, 2014

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

<b>What's Inside:</b> Agreements and Documents requiring approval signatures
--

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

**FROM:** TIM DECKER, DIRECTOR

**SUBJECT:** MEMORANDUMS OF UNDERSTANDING, MEMORANDUMS OF AGREEMENT, LETTERS OF SUPPORT, COOPERATIVE AGREEMENTS, LEASE AGREEMENTS, AND OTHER DOCUMENTS REQUIRING APPROVAL SIGNATURES

**DISCUSSION:**

The purpose of this memorandum is to inform staff of department policy with regard to the approval process for memorandums, agreements, letters of support, and any other agreements which may bind the division or the department.

Per Department of Social Services policy, field staff may not authorize or provide an authorized signature for any memorandums of understanding, memorandums of agreement, letters of support, cooperative agreements, lease agreements, etc. The only individuals authorized to bind DSS to an agreement or contract, either financially or programmatically, are the DSS Department Director and his/her designee. See Department policy regarding contracts and agreements at: <http://dssweb/dpl/adman/POLICIES/4-102.pdf>

Field staff should forward all requests of this nature to CD Central Office for approval. Designated Central Office staff will ensure the document is reviewed and vetted through the appropriate channels prior to being presented to the CD Director and/or the Department Director for final review, approval, and signature.

These requests should be sent to Central office via email to: [CDMemorandumsandAgreements@dss.mo.gov](mailto:CDMemorandumsandAgreements@dss.mo.gov). This email address has been set up specifically for tracking these types of documents. Any and all communications regarding documents submitted requiring the approval of the CD Director and/or the DSS Director for approval should be conducted via this email address to ensure communications and the status of the approval process can be successfully monitored.

**NECESSARY ACTION**

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**

John Steinmeyer  
573-751-8930  
[John.D.Steinmeyer@dss.mo.gov](mailto:John.D.Steinmeyer@dss.mo.gov)

**UNIT MANAGER**

Christy Collins  
573-751-9603  
[Christy.Collins@dss.mo.gov](mailto:Christy.Collins@dss.mo.gov)

**CHILD WELFARE MANUAL REVISIONS**

N/A

**FORMS AND INSTRUCTIONS**

N/A

**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