

Chapter 8 Overview

This chapter outlines the process for the initiation and responding to policy interpretations. This policy is intended to serve as a resource for policy clarification when all other references and resources have been exhausted at the Circuit and Regional level.

Table of Contents

- 8.1 Who may Initiate a Request for Policy Interpretation
- 8.2 Preparing and Submitting a Request for Policy Interpretation
 - 8.2.1 Process for Children’s Division Staff
 - 8.2.2 Process for Private Agency Staff
- 8.3 Response Process to a Request for Policy Interpretation

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Page: 1

8.1 Who May Initiate a Request for Policy Interpretation

Any Children's Division (CD) or private agency staff may submit a request for policy interpretation by completing a [CS-77](#) form, which is to be routed through normal supervisory channels. Forms and Instructions.

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CS86-99, CS91-14, [CD06-96](#)

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CD12-94

8.2 Preparing and Submitting a Request for Policy Interpretation:

The process for requesting interpretation of policy involves the supervisory chain of command and using the Request for Policy Interpretation, CS-77,

8.2.1 Process for Children’s Division, CD, Staff

1. The CD staff in need of policy interpretation should consult with his/her immediate supervisor for assistance.
2. The requesting CD staff should complete the CS-77 form and forward it to the Regional Office for clarification if policy interpretation remains after discussion at the Circuit level.
3. In the event, that policy questions are unable to be answered at the Regional level the completed CS-77 form should be submitted to Central Office via email to CD.PolicyInte@dss.mo.gov. The requesting worker, supervisor and Circuit Manager should be copied on the email by the Regional Office. The completed CS-77 form may be faxed to 573-526-3971, if staff are unable to access email.

8.2.2 Process for Private Agency Staff

1. Private agency staff in need of policy interpretation should consult with his/her immediate supervisor for assistance.
2. The private agency staff should contact their CD liaison or local CD office for assistance if policy interpretation remains after consultation through the supervisory channels of the private agency.
3. In the event that policy questions continue to require interpretation, the requesting staff should complete the CS-77y form and submit it to Central Office via email to CD.PolicyInte@dss.mo.gov. The completed CS-77 form may be faxed to 573-526-3971, if staff are unable to access email.

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8.3 Response Process to a Request for Policy Interpretation:

1. Upon receipt of the CS-77 form in Central Office, the form will be assigned to the appropriate Unit Manager and Program Development Specialist (PDS) for completion.
2. The assigned PDS will have 5 working days from the date of assignment to research and write a response.
3. The PDS's response will be returned to his/her Unit Manager (UM) for approval. If approved, the UM will forward the response to the appropriate Deputy Director(s) for approval.
4. The final response will be forwarded to the Regional Office or private agency and the CD staff requesting the response.
5. In the event, that a response requires consultation with Legal Services, a referral will be made and Regional Office or private agency will be notified of the requested consultation. A response will be forwarded to the Regional Office or private agency upon receipt in Central Office.
6. **Staff should proceed through normal supervisory channels to address policy interpretation questions that require an immediate response. A CS-77 form is not needed under these circumstances.** Forms and Instructions.

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