Dear      ,

Thank you for your interest in becoming a licensed       care provider for the Children’s Division. The training you received in       is being accepted for the pre-service training requirement for licensure in Missouri.

During the initial home visit with your family, I provided you with some paperwork to begin the assessment on your home. This letter includes a packet of information to give you an understanding of the requirements for licensure in Missouri and the responsibilities of foster parents. This packet includes a copy of:

* Missouri’s Resource Parent Handbook
* Maintenance Reimbursement Rates and
* Health Insurance Portability and Accountability Act (HIPAA)

The Resource Parent Handbook includes the Foster Parent Bill of Rights and Responsibilities. Please review this material so we may discuss when I meet with you and your family again. We may also discuss the Foster Home Licensing Rules which are located in the Children’s Division Child Welfare Manual. You may review these rules and the remainder of the manual on the Department of Social Services website at <http://www.dss.mo.gov/cd/info/cwmanual/index.htm>. The Licensing Rules are located in Section 6, Chapter 3, Attachment B. Policies on licensing are located in Section 6. I will answer any questions you may have regarding the Licensing Rules or other policies at our next meeting.

You will receive three hours of pre-service training credit for reviewing the Resource Parent Handbook and one hour of in-service training credit for reviewing the HIPAA information.

Sincerely,

Cc: Provider file