

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

January 5, 2004

MEMORANDUM

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

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: REVISION TO MANDATED REPORTER REFERRAL POLICY

CHILD WELFARE MANUAL REVISIONS IN SECTION 2:
CHAPTER 1.3 MANDATED REPORTER REFERRALS;
CHAPTER 1.5 NON-CARETAKER REFERRALS; AND
CHAPTER 2.1 CHILD ABUSE/NEGLECT REPORTS RECEIVED AT THE
COUNTY LEVEL

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to introduce a policy change in the classification of calls received from mandated reporters when the only allegation being reported is the abuse of a child by a person without care, custody or control of the child (generally a non-caretaker adult or another juvenile). In the past, this type of call has been classified as a Mandated Reporter (M) Referral with the non-caretaker adult or juvenile listed as the alleged perpetrator. Effective immediately, this type of call by a mandated reporter will be classified as a Non-Caretaker (N) Referral.

Non-Caretaker Referrals are assigned to the county where the alleged perpetrator resides. If the alleged perpetrator's residence is unknown or is an out-of-state address, the referral will be assigned to the victim's household county.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division Staff.
2. Review revisions to *Child Welfare Manual* in Section 2: Chapter 1.3 Mandated Reporter Referrals; Chapter 1.5 Non-Caretaker Referrals; and Chapter 2.1 Child Abuse/Neglect Reports Received at the County Level.
3. All questions should be cleared through normal supervisory channels.

FMS/RDM/CG/ct