

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 6, 2004

MEMORANDUM

TO: REGIONALEXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: ADOPTION/GUARDIANSHIP SUBSIDY FILE CONTENT MANUAL
ADDITION

SECTION 5 CHAPTER 1.1.14: ADOPTION/GUARDIANSHIP SUBSIDY
FILE

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to introduce an addition to the Child Welfare Manual, Section 5, Chapter 1: Documentation and Record Maintenance/Record Composition that now includes guidance on the Adoption/Guardianship Subsidy File Contents. Until now, you have had no guidance in developing common adoption/guardianship subsidy files throughout the state, and with the help of the Second Level Matching Team and the Peer Record Review process, this has come to the attention of Central Office.

This Adoption/Guardianship Subsidy file should be developed at the time a family adopts or receives guardianship of their first child who has an adoption/guardianship subsidy. As the family adopts or receives guardianship of other children, the information for those children should be added to the existing subsidy file. As Peer Record Reviews for families are held, this file should contain all the information that is required to conduct an accurate review of the case.

It is expected that all active adoption/guardianship subsidy files be transferred into the format outlined in policy, so that as you work with them in your county, or they get transferred or reviewed, the user will be able to find the information necessary to complete their work with the case file.

Supervisors are to begin working with their adoption/guardianship subsidy workers to modify all active subsidy cases into this format. All new adoption/guardianship subsidy cases are to be organized in this new format.

In the policy, cover sheet colors are assigned. Each county is directed to develop a cover sheet for their own subsidy files, utilizing the color specified for each cover sheet.

NECESSARY ACTION:

1. Review this memorandum and Section 5 Chapter 1.1.14: Adoption/Guardianship Subsidy File with all Children's Division staff.
2. Supervisors and Workers are to begin modifying all active subsidy files into the new subsidy file format.
3. All new subsidy cases are to be organized into the new subsidy file format.
4. All questions regarding this policy are to go through normal lines of supervision.

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