

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

September 29, 2004

MEMORANDUM

WHAT'S INSIDE:

- Introduce new policy on runaway or missing children
- Use FST's to help locate missing children
- Missing children need our attention regardless of age

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS,
CHAFEE INDEPENDENT LIVING PROGRAM STAFF, AND
CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: RUNAWAY AND MISSING CHILDREN POLICY

SECTION 3, CHAPTER 4, ATTACHMENT D: MISSING PERSON
REPORT PROCEDURES

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to advise staff of policy changes that will assist them when a child in the custody or under the supervision of the Children's Division (CD) has run away or is missing. The new policy incorporates the use of Family Support Team (FST) meetings, addresses runaway youth, youth running to unapproved placements, as well as providing specific instruction for continual search efforts and case documentation.

It is important for staff to approach runaway and missing children involved with the Children's Division as requiring intervention regardless of age. Staff shall immediately implement this policy in their caseloads and utilize FST meetings to address safety and placement issues of all youth.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. Implement new policy on existing cases as needed.
3. All comments and questions regarding this memorandum should be cleared through normal supervisory channels.

FMS/LB:js