

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 18, 2007

MEMORANDUM

What's Inside:
Introduction of
new recruitment
materials
contained in the
Foster/Adopt
Partnership
folders

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISED FOSTER/ADOPT PARTNERSHIP RECRUITMENT
MATERIALS

DISCUSSION:

The purpose of this memo is to introduce the revised recruitment materials that have been incorporated into the Foster/Adopt Partnership recruitment folders. The Foster/Adopt Partnership folders have been given the form number LIT-23 and may be requested through the General Services Warehouse at 573-751-2707 or through the General Services online warehouse at <http://dssweb/dgs/new.htm> .

These new materials were developed with the help of field staff and the National Resource Center. The materials are intended to be utilized with no need for additional recruitment information, only a cover letter from the local staff thanking the inquiring families for their interest and introducing staff who will be working with the family through the licensing/approval process.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

Amy Martin
573-751-8930
Amy.L.Martin@dss.mo.gov

PROGRAM MANAGER:

Kathryn Sapp
573-522-5062
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CHILD WELFARE MANUAL REVISIONS:

N/A

FORMS AND INSTRUCTIONS:

LIT-23

REFERENCE DOCUMENTS and RESOURCES:

N/A

RELATED STATUTE:

N/A

ADMINISTRATIVE RULE:

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:

PROGRAM IMPROVEMENT PLAN (PIP):

SACWIS REQUIREMENTS:

N/A