

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 4, 2007

MEMORANDUM**What's Inside:**

- Time frame for Appeal of Adverse Action to License

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: APPEAL OF RESOURCE HOME ADVERSE ACTION TIMEFRAMES

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to notify staff of changes to the Notification of Resource Home Adverse Action Letter (CS-20a) regarding timeframes for appealing a decision for revocation, denial or suspension of a resource home. The Notification of Resource Home Adverse Action letter is to be utilized when such an action is being recommended regarding a licensed or approved home or an application for resource home licensure or adoptive home approval.

Staff are to begin using the updated CS-20a effective with the date of this memorandum. The letter is available online at <http://www.dss.mo.gov/cd/info/forms/index.htm>. A copy should be retained in the provider's files in the Correspondence Section.

The CS-20a previously stated that if a provider wanted to request a Children's Services Fair Hearing, they must make the request in writing to the county office address listed within 10 working days of the date of the certificate of mailing on the CS-20a. The Foster Home Licensing Rules state that if a written request for a hearing is received within thirty (30) calendar days from the date of the notice, a hearing will be provided. The change to the CS-20a brings the Children's Division process into compliance with the foster home licensing rules.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. Review this memorandum with all licensed foster/relative/kinship care providers.
3. Review revised Child Welfare Manual chapters as indicated below.
4. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:
Stefanie Wickers
573-751-1354
Stefanie.D.Wickers@dss.mo.gov

UNIT MANAGER:
Melody Yancey
573-526-8040
Melody.Yancey@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:
Section 6 Chapter 3.1 [Foster/Kinship Family Assessment](#)
Section 6 Chapter 7.1 [Children's Division's Fair Hearing Process](#)

FORMS AND INSTRUCTIONS:
CS-20a

REFERENCE DOCUMENTS and RESOURCES:
N/A

RELATED STATUTE:
N/A

ADMINISTRATIVE RULE:
[13 CSR 35-60.010](#) Family Homes Offering Foster Care

COUNCIL ON ACCREDITATION (COA) STANDARDS:
[S21.9.03](#)