

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

What's Inside: Revised CS-108 and Instructions

November 28, 2007

MEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISED (CS-108) CERTIFICATION OF RECEIPT OF SERVICES – CHILDREN'S TREATMENT SERVICES IS NOW AVAILABLE IN MSWORD

DISCUSSION:

The purpose of this memorandum is to inform staff and Children's Treatment Services (CTS) Contract Providers that the (CS-108) *Certification of Receipt of Services – Children's Treatment Services* has been updated and is now available in MSWord format.

Staff and Providers should delete the Oneform version of the CS-108 from their computers. Staff may continue to use outdated printed copies of the CS-108 that are stored on stockroom shelves until they are gone, however the form will now be accessible through the *Children's Division E Forms* webpage, which is a public internet site, or on the *CD Forms Desktop* file.

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:

Randall McDermit

573-751-8932

Randall.D.Mcdermit@dss.mo.gov**DEPUTY DIRECTOR:**

James C. Harrison

573-751-2502

James.C.Harrison@dss.mo.gov**Forms And Instructions:**

(CS-108) *Certification Of Receipt Of Services – Children's Treatment Services And Instructions*