

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 13, 2007

MEMORANDUM**What's Inside:**Supervision of  
foster homes by  
private agencies.

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: PRIVATE AGENCY FOSTER HOMES

DISCUSSION:

All foster homes in the state of Missouri are licensed by the Children's Division. However, the development and supervision of these homes may be done by private child placing agencies. Homes that are developed by private agencies are the responsibility of the private agency. This would include the maintenance and supervision of the home. The private agencies are responsible for assuring that these homes meet all licensing requirements including meeting the training requirements for licensure and re-licensure. This policy does not apply to homes developed by agencies that contract with the Division for resource development through the Foster Care and Adoption Resources Services (FCARS) contract.

When a home is opened in the system through an SS-60 Vendor Licensure/Placement Resource Report, the private agency code is entered into field 15 and the county code of 998 is entered into field 47. Private agency codes and county codes should not be changed. While the Children's Division utilizes many of these homes, we are not the supervising agency for the home. The Division may contract with any of these homes for the placement of children case managed by the Division, but maintaining the foster home license is the responsibility of the agency which developed and opened the home. We may request copies of the licensing information to assure that the home meets criteria for a specific contract but the original file would remain with the supervising agency.

Contracted private agencies must assure that the homes they develop follow all CD policy, Foster Home Licensing Rules, and Child Placing Agency Rules even if the private agency no longer has children in the home. This would include those homes that have only Children's Division children in the household. The private agency would continue to be responsible for any updates (renewals, changes, etc.) even if there are no children in the home as long as the family wants to continue to be licensed.

**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:**

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**PROGRAM MANAGER:**

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**CHILD WELFARE MANUAL REVISIONS:**

N/A

**FORMS AND INSTRUCTIONS:**

SS-60

**REFERENCE DOCUMENTS and RESOURCES:**

Section 6 Chapter 3 Attachment B [Foster Home Licensing Rules](#)

**RELATED STATUTE:**

N/A

**ADMINISTRATIVE RULE:**

N/A

**COUNCIL ON ACCREDITATION (COA) STANDARDS:**

N/A

**PROGRAM IMPROVEMENT PLAN (PIP):**

N/A

N/A