

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 28, 2008

MEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: Revision of CD-26a, CD-26b, CD-26c, and CD-26d

**What's Inside:**

Revision of CD-26 a, b, c and d for payment responsibility of fingerprinting services

The purpose of this memo is to introduce revised authorization letters for fingerprinting. In order to better clarify the payment responsibility for fingerprint services, authorization letters CD-26A, CD-26B, CD-26C and CD-26D located on Children's Division E forms have been revised. The statement indicating responsibility for payment/non-payment has been moved to the top of the letter in bold print.

Please discard any copies locally or saved on desk top and replace with the revised copies.

**NECESSARY ACTION:**

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

**PDS CONTACT:**

Elizabeth Tattershall  
573-522-1191  
[Elizabeth.Tattershall@dss.mo.gov](mailto:Elizabeth.Tattershall@dss.mo.gov)

**PROGRAM MANAGER:**

Melody Yancey  
573-522-5062  
[Melody.Yancey@dss.mo.gov](mailto:Melody.Yancey@dss.mo.gov)

**CHILD WELFARE MANUAL REVISIONS:**

N/A

**FORMS AND INSTRUCTIONS:**

CD-26a Letter to Prospective or Current Foster/Relative/Kinship Care Providers

CD-26b Letter to Parents

CD-26c Letter to Respite Care Providers

CD-26d Letter to Prospective or Current Approved Adoptive Parents

**REFERENCE DOCUMENTS and RESOURCES:**

Section 6 Chapter 3 Attachment A [Guide For Conducting Foster/Kinship Family Assessments](#)