

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 15, 2008

What's Inside: Revised CS-32 and Instructions
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MEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISED (CS-32) *RELEASE OF LIABILITY*

DISCUSSION:

The purpose of this memorandum is to inform staff that the (CS-32) *Release of Liability* form has been revised and is now available through the warehouse as a two part form printed on NCR paper or is available on staff's individual *CD Forms Desktop* file. This form will not be posted on the CD Forms Internet site and is not accessible to the public.

The CS-32 is used for the purpose of obtaining and documenting permission from a parent or legal guardian for the Division to transport a child(ren), not in custody or care of the Division from a stated designation to another stated designation. By signing this form the parent or legal guardian agrees to release the Children's Division from all liabilities, charges, expenses, (including attorney fees) and costs arising on account of or by reason of any injuries, claims, lawsuits, or losses directly or indirectly resulting from the transportation of said child to and from the agreed upon destinations designated by the parties in writing.

Staff should destroy all outdated printed copies on the stockroom shelves.

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-32) Release of Liability