

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 7, 2008

What's Inside:Updated CS-101i
available in MS Word**M E M O R A N D U M**

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

FROM: JAMES C. HARRISON, DEPUTY DIRECTOR

SUBJECT: UPDATED CS-101I REQUEST FOR FIRE AND SAFETY INSPECTION

The purpose of this memorandum is to inform staff that the *CS-101i, Request for Fire and Safety Inspection* is now available in MS Word and has been updated to reflect the current address for the State Fire Marshall. The CS-101i is used to request a fire and safety inspection once an application has been made for a foster family group home or residential child care agency license, and prior to license renewal. Although not required for regular foster home licensure, staff may also use the CS-101i for fire, health, sanitation, or safety inspections of regular foster homes when in the agency's judgment, such expert opinion is needed to assist in making a decision about the safety of the home.

These forms will be posted on the CD Forms website immediately and downloaded on staff's desktop folders at the end of the month. Please assure that all outdated copies of this form are no longer used and are removed from the stock room shelves.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:

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573-751-8932
Randall.D.Mcdermit@dss.mo.gov

DEPUTY DIRECTOR:

James C. Harrison
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Forms and Instructions:

- CS-101i and Instructions