

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

DECEMBER 10, 2009

## M E M O R A N D U M

**What's Inside:**

Procedure to register children for the Missouri Heart Gallery 2010

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: MISSOURI HEART GALLERY 2010 REGISTRATION PROCEDURE

## DISCUSSION:

The purpose of this memorandum is to make staff aware of the procedure for registering children who are awaiting permanency through adoption in the 2010 Missouri Heart Gallery. Every child/youth in Children's Division custody deserves to achieve permanency and once parental rights have been terminated, adoption holds the strongest form of permanency for the child.

Each child must have a completed [Missouri Waiting Child Registration Form – CD121](#) and a completed copy of their AdoptUsKids profile. Incomplete forms or out of date AdoptUsKids profiles will be returned for completion or updating. In addition, a 35mm or .jpg digital photo of the child being registered and a copy of the child's media profile are to accompany each registration. The completed registration form, photo, and profile are to be returned to the Adoption Exchange for photographer assignment and must be received by the Adoption Exchange by **JANUARY 20, 2010**.

The Heart Gallery is a great recruitment opportunity that has changed the lives of many children awaiting permanency. Over the past four years there have been 234 families in progress for the children featured in the gallery. We are looking forward to this kind of continued success in 2010!

You are encouraged to complete the forms and submit them for children awaiting permanency as soon as possible.

**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:

<b>PDS CONTACT</b> Crystal Wilson 573-751-1354 <a href="mailto:Crystal.L.Wilson@dss.mo.gov">Crystal.L.Wilson@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Amy Martin 573-751-3171 <a href="mailto:Amy.L.Martin@dss.mo.gov">Amy.L.Martin@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">Missouri Waiting Child Registration Form – CD 121</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">CD08-117</a>	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS N/A</b> Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
<b>FACES REQUIREMENTS</b> N/A	