

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

FEBRUARY 11, 2009

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

**What's Inside:**  
Revision of CS-2  
and CS-2-ATT

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

FROM: CELESTA HARTGRAVES, ACTING DIRECTOR

SUBJECT: NOTICE TO INCARCERATED PARENT

## DISCUSSION:

The purpose of this memo is to inform staff that the Notice to Incarcerated Parent, CS-2, and the Parent Response Form, CS-2-ATT, have been updated and are available on E-Forms. Staff should begin using the revised forms immediately.

The warehouse version of the Notice to Incarcerated Parent, CS-2, and Parent Response Form, CS-2-ATT, will no longer be used and should be removed from all stock room shelves.

It is important to remember that the Notice to Incarcerated Parent, CS-2, and Parent Response Form, CS-2-ATT, should be sent to all incarcerated parents who have a child in alternative care unless otherwise specified by a court order. In addition to the CS-2 and CS-2-ATT, the Children's Service Worker should also send a letter giving the parent an explanation of the Children's Division's wish to include him/her in planning for the child.

The Children's Service Worker should determine at the opening of the case if either of the biological/legal parents is incarcerated. The name of the incarcerated individual can be found using the "MODOC Offender Web Search" on the Missouri Department of Corrections (DOC) Web site at <http://www.doc.mo.gov> under the Quick Links section. The Children's Service Worker should keep the incarcerated parent updated on the child's well-being through visits, letters, and phone calls.

**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> Christy Collins 573-751-9603 <a href="mailto:Christy.Collins@dss.mo.gov">Christy.Collins@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Melody Yancey 573-751-3171 <a href="mailto:Melody.Yancey@dss.mo.gov">Melody.Yancey@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> N/A	
<b><u>FORMS AND INSTRUCTIONS</u></b> Notice to Incarcerated Parent, CS-2 Parent Response Form, CS-2-ATT	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/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</b> Parental Resilience-N/A Social Connections-N/A Knowledge of Parenting and Child Development-N/A Concrete Support in Times of Need-N/A Social and Emotional Competence of Children-N/A	
<b>FACES REQUIREMENTS</b> N/A	