

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 24, 2009

**What's Inside:
Updated FCSR
Registration and
Renewal forms for
use by Child Care
Providers.**

MEMORANDUM

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: CELESTA HARTGRAVES, ACTING DIRECTOR,
CHILDREN'S DIVISION
VALERIE DAVIS, ACTING DIRECTOR,
FAMILY SUPPORT DIVISION

SUBJECT: **UPDATED FAMILY CARE SAFETY REGISTRY (FCSR)
REGISTRATION AND RENEWAL FORMS**

REFERENCE: CHILDREN'S DIVISION
FAMILY SUPPORT DIVISION

The purpose of this memorandum is to introduce the revised Child Care Provider Registration Background Screening form ([CD-125](#)) and Provider Registration Renewal Background Screening Request form ([CD-124](#)). These forms have been updated to reflect the current \$9.00 charge for registering with the Family Care Safety Registry (FCSR) and the current name of the Early Childhood and Prevention Services Section as the appropriate "Authorized Signature".

These forms are to be used by child care providers to register with the FCSR when submitting an application to become a registered family home child care provider and annually, thereafter, at registration renewal.

Upon receipt of this memorandum, staff shall destroy any previous copies of these forms and begin using the attached version.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT: Joyce Koerner 573-526-9587 Joyce.A.Koerner@DSS.MO.Gov	PROGRAM MANAGER: Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS Child Care Provider Registration Background Screening Provider Registration Renewal Background Screening Request	
REFERENCE DOCUMENTS and RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS Parental Resilience – N/A Social Connections – N/A Knowledge of Parenting and Child Development – N/A Concrete Support in Times of Need – Yes Social and Emotional Competence of Children – N/A	
FACES REQUIREMENTS N/A	