

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 18, 2009

M E M O R A N D U M

What's Inside:
Updated invoicing
procedures and staff
assignments for
genetic testing

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: UPDATED INVOICING PROCEDURES AND STAFF
ASSIGNMENTS FOR GENETIC TESTING

DISCUSSION:

Paternity Testing Corporation continues to be the sole provider of genetic testing services for the Children's Division. Genetic testing procedures remain the same; however, [Child Welfare Manual Section 3, Chapter 5, Attachment G](#) has been updated to reflect current invoicing procedures already familiar to the genetic testing regional liaisons.

Field staff should continue to contact their regional liaisons for assistance with genetic testing procedures. The regional liaison in most instances will be able to help field staff facilitate genetic testing. In instances when further assistance is needed, regional liaisons and/or field staff should contact the central office liaison. The following is an updated list of staff assigned to genetic testing:

Central Office Liaison

John Steinmeyer, 615 Howerton Court, Jefferson City, MO 65109, Phone: 573-751-8930, Fax: 573-526-3971, John.D.Steinmeyer@dss.mo.gov

Regional Liaisons:**Southwest: 805**

Sherry Batey
1721 W. Elfindale, Suite 205
Springfield, MO 65807
Phone: 417-895-6591
Fax: 417-895-6717

Sherroyl.L.Batey@dss.mo.gov

Southeast: 810

Judy Nauert
220 N. Fountain
Cape Girardeau, MO 63701
Phone: 573-290-5656
Fax: 573-290-5707

Judy.A.Nauert@dss.mo.gov

Northern: 806
 Sheila Gray
 P.O. Box 607
 Fulton, MO 65251
 Phone: 573-592-4090
 Fax: 573-592-4097
Sheila.M.Gray@dss.mo.gov

Jackson 808
 Dora Jenkins
 615 E. 13th Street
 Kansas City, MO 64106
 Phone: 816-889-2480
 Fax: 816-889-2390
Dora.Jenkins@dss.mo.gov

St. Louis City: 807
 Octavia Torrance
 Prince Hall Family Support
 Children's Division
 4411 North Newstead, 2nd Floor
 St. Louis, MO 63115
 Phone: 314-877-2188
 Fax: 314-877-2361
Octavia.R.Torrance@dss.mo.gov

St. Louis County: 809
 Sue Lane: Phone: 314-426-8402
 Carole Cunningham: Phone: 314-426-8403
 9900 Page Avenue
 St. Louis, MO 63132
 Fax: 314-426-8450
Suzanne.Lane@dss.mo.gov
Carole.Cunningham@dss.mo.gov

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children's Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT John Steinmeyer 573-751-8930 John.D.Steinmeyer@dss.mo.gov	ACTING ASSISTANT DEPUTY DIRECTOR Melody Yancey 573-751-3171 Melody.Yancey@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Child Welfare Manual Section 3, Chapter 5, Attachment G	
FORMS AND INSTRUCTIONS N/A	
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 (Link applicable factors and enter N/A if not applicable.)

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

FACES REQUIREMENTS

N/A