

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 5, 2010

M E M O R A N D U M

What's Inside:
Revision of
forms CS-RC-1
and CS-RC-2

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISION OF FORMS CS-RC-1 AND CS-RC-2

DISCUSSION:

In response to a Continuous Quality Improvement request, revisions have been made to the forms Application to Provide Respite Care, CS-RC-1, and Respite Care Provider Checklist, CS-RC-2

Spaces for address, phone number, and email address have been added to both forms. A table format has been added to the CS-RC-1 to accommodate the requirement of recording all the individuals residing in the home, their relationship to the applicant, their date of birth, and their Social Security number.

Staff are to begin using the revised forms beginning with the date of this memorandum.

NECESSARY ACTION

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

PDS CONTACT

Elizabeth Tattershall
573-522-1191
Elizabeth.Tattershall@dss.mo.gov

PROGRAM MANAGER

Dena Driver
573-751-3171
Dena.D.Driver@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS

N/A

<p><u>FORMS AND INSTRUCTIONS</u> Application to Provide Respite Care, CS-RC-1 Respite Care Provider Checklist, CS-RC-2</p>
<p>REFERENCE DOCUMENTS AND RESOURCES N/A</p>
<p>RELATED STATUTE N/A</p>
<p>ADMINISTRATIVE RULE NA</p>
<p>COUNCIL ON ACCREDITATION (COA) STANDARDS N/A</p>
<p>CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A</p>
<p>PROTECTIVE FACTORS N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children</p>
<p>FACES REQUIREMENTS N/A</p>