

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 3, 2010

What's Inside:
References for
Foster/Adopt
Applicants.

M E M O R A N D U M

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REFERENCES FOR FOSTER/ADOPT APPLICANTS.

DISCUSSION:

In response to the Continuous Quality Improvement process, a revision has been made to the Foster/Adopt Home Assessment Application, CS-42, and to policy regarding personal references.

Current policy requires requesting three (3) personal references for foster/adopt applicants from individuals unrelated to the applicant. Policy has been revised for licensing of relative and kinship homes to also require 3 personal references. Previous policy required five references. The CS-42 has been revised to indicate three (3) unrelated personal references and a space has been added to include an e-mail address.

A new directive pertaining to any adult children no longer living in the home has been added to policy. If names of adult children no longer living in the home were submitted by the applicant in Section II on the CS-42, the worker may mail each one a Personal Reference Questionnaire, CS-101f, to provide an opportunity for them to comment.

Submission of references by unrelated individuals, the applicant's employer, the teachers of the family's own children, and any adult child no longer in the home are helpful tools in evaluating the applicant's ability to be a successful resource parent for the Division. Failure to receive completed references does not prevent licensure. However, before making the final recommendation, there should be discussion with the applicant regarding lack of submitted references. The lack of returned references should be considered in making the final recommendation for licensure.

Staff are to begin using the updated CS-42 upon the date of this memorandum.

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. Review revised Children’s Division Forms as indicated below. 4. 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 Agency Arranged Kinship Care, Section 4 Chapter 12 Subsection 3 Assessments, Section 6 Chapter 3 Attachment A	
FORMS AND INSTRUCTIONS Foster/Adopt Home Assessment Application, CS-42	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS Home Assessments PA-FC 17.07	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
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	
FACES REQUIREMENTS N/A	