

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

**What's Inside:**  
Relative and Kinship  
Placement Providers

September 7, 2010

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: RELATIVE AND KINSHIP PLACEMENT PROVIDERS

DISCUSSION:

The purpose of this memorandum is to introduce policy revision regarding relative and kinship placement providers including:

- Definitions clarifying the distinction between a relative and a kinship provider;
- Process and procedures for making a placement in an unlicensed relative or kinship home;
- Process for licensure of a relative or kinship home;
- Process for making a relative or kinship placement in a currently licensed resource home; and
- Identification of non-safety licensing standards that may be waived by the Regional Office on a case-by-case basis in order to license a relative resource home in response to House Resolution 6893 Title I, Fostering Connections to Success and Increasing Adoptions Act.

**Definitions**

- Relative: A person related to another by blood or affinity within the third degree (grandparent, brother, sister, half-brother, half-sister, stepparent, stepbrother, stepsister, uncle, aunt, or first cousin.) RSMo 210.565.2.
- Kinship: A person who is non-related by blood, marriage or adoption who has a close relationship with the child or child's family (godparents, neighbors, teachers, close family friends, and fellow church members) or a person who has a close relationship with the child or child's family and is related to the child by blood or affinity beyond the third degree.

## Non-safety Licensing Standard Waivers

The Fostering Connections to Success and Increasing Adoptions Act, H.R. 6893, allows for the waiver of non-safety licensure standards for relatives on a case by case basis. A focus group met to discuss non-safety licensing standard waivers for relative providers. As a result, the following non-safety licensing standards, as promulgated in the Licensing of Foster Family Homes, Title 13CSR Division 35 Chapter 60, may be waived with Regional Office approval on a case-by-case basis to license a relative provider:

- Capacity; 13 CSR 35-60.020 (1)(2)(3)
- Age of the foster youth; 13 CSR 35-60.020 (2)
- Age of Foster Parent(s); 13 CSR 35-60.030 (1)
- Health of Foster Parent(s); 13 CSR 35-60.030 (A)(B)
- Training; 13 CSR 35-60.030 (B)
- Physical Standards; 13 CSR 35-60.040 (A)(B)
- Sleeping Arrangements; 13 CSR 35-60.040 (A)(D)(E)(F)
- Personal space for clothing and belongings. 13 CSR 35-60.040 (H)

## Approval Process Utilizing the Non-Safety Licensing Standards Waivers

When a recommendation to approve a relative provider is based on utilizing the allowable non-safety licensing standard waivers, the recommendation must include clear documentation that utilization of the waiver(s) will not affect the safety and well being of the foster youth.

Each time non-safety licensing standard waivers are utilized to license a relative resource provider, they must be tracked using the Non-Safety Licensing Standard Waivers for Licensing of Relative Resource Provider Homes Tracking Form, CD-152. The CD-152 shall be completed within 5 working days of licensure of the home and submitted to the Practice and Professional Development Unit in Central Office in Jefferson City.

When a recommendation is to deny licensure of the relative provider, the denial must be based on non-compliance and/or incapability of meeting the required licensing rules. If the non-safety licensing standard waivers could not be utilized to approve the licensure, there must be clear documentation that the safety and well being of the foster youth would be compromised if an allowable waiver was used. The relative provider may appeal the denial of the waiver utilizing the [appeal process](#).

The policy revisions are effective upon the publication of this memo.

### NECESSARY ACTION

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:

<b>PDS CONTACT</b> Elizabeth Tattershall 573-522-1191 <a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Dena Driver 573-751-3171 <a href="mailto:Dena.Driver@dss.mo.gov">Dena.Driver@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> <a href="#">Relative or Kinship Care</a> , Section 4 Chapter 12	
<b><u>FORMS AND INSTRUCTIONS</u></b> Non-Safety Licensing Standard Waivers for Licensing of Relative Resource Provider Homes Tracking Form, CD-152 and instructions.	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b><u>RELATED STATUTE</u></b> 210.025 210.254 210.305 210.481 210.482 210.487 210.565 210.900 210.903	
<b>ADMINISTRATIVE RULE</b> <a href="#">Licensing of Foster Family Homes Rules</a>	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> <a href="#">Item 8, Reunification, guardianship, placement with relatives</a> <a href="#">Item 15, Relative Placement</a> Systemic Factor G: Foster and Adoptive Home Licensing and Approval	
<b><u>PROTECTIVE FACTORS</u></b> Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
<b>FACES REQUIREMENTS</b> N/A	