

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 9, 2010

M E M O R A N D U M

What's Inside:
Opening FCS
cases on Non-
Resident and
Non-Custodial
Parents

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: OPENING FCS CASES ON NON-RESIDENT AND NON-
CUSTODIAL PARENTS

DISCUSSION:

The purpose of this memorandum is to remind staff of the importance of opening Family-Centered Service (FCS) cases on non-resident and non-custodial parents in cases where both parents are receiving services. Each parent should have a FCS case open in FACES. The children will be listed on both cases as case members, with the whereabouts noted as appropriate.

In situations where no services are being provided, and the non-resident or non-custodial parent is not a viable placement, no FCS case should be opened. In such circumstance, the non-resident or non-custodial parent should be listed on the custodial parent's FCS case as a case member and their whereabouts indicated as out of the home.

CASE EXAMPLE

- A child is removed from his mother and placed into the custody of Children's Division.
- The case manager enters the alternative care information about the new placement in FACES and in the case record within 24 hours.
- A FCS case is opened on the mother.
- The non-resident father is located and requests placement of his child.
- A FCS case should then be opened on the non-resident father and services provided.
- Contacts with each parent should be documented in that parent's FCS case.
- All contacts with the child should be documented in the child's alternative care (AC) case.
- A reference should be made in the non-resident parent's case file indicating the child's AC case number.

The Child Welfare Manual has been updated to reflect the information outlined in 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. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Crystal Wilson 573-522-9306 Crystal.L.Wilson@dss.mo.gov	PROGRAM MANAGER Amy Martin 573-751-3171 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
Section 4 Chapter 4 Attachment A Locating the Non-Custodial Parent or Relative	
FORMS AND INSTRUCTIONS	
N/A	
REFERENCE DOCUMENTS AND RESOURCES	
Open FCS Cases on Both Custodial and Non-Custodial Parents	
RELATED STATUTE	
N/A	
ADMINISTRATIVE RULE	
N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS	
PA-CPS 8 Service Planning and Monitoring PA-CPS 9 Child Protective Case Management Services	
CHILD AND FAMILY SERVICES REVIEW (CFSR)	
Item 24 Statewide Information Systems	
PROTECTIVE FACTORS	
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	