

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 17, 2010

M E M O R A N D U M

What's Inside:
Revision to the Non-Caretaker Referral Response

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF
FROM: CANDACE A. SHIVELY, DIRECTOR
SUBJECT: REVISION TO THE NON-CARETAKER REFERRAL RESPONSE
DISCUSSION:

The purpose of this memorandum is to inform staff of a revision to the Child Welfare Manual regarding the Division's response to all Non-Caretaker Referrals (N-Referrals). These revisions were made as a result of a Policy Interpretation Question (PIQ) received from field personnel.

As a result of these revisions, Children's Service Workers are now responsible for completing the following two (2) steps in response to all N-referrals:

1. Contact the reporter to obtain any additional information, or to ensure that complete and accurate information is available to forward on to law enforcement; and,
2. Follow locally established protocols for disseminating the referral to the appropriate law enforcement agency.

Additional actions which may be taken by the field personnel for "N" referrals are outlined in policy as referenced below.

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:

PDS CONTACT
Scott. B. Montgomery

PROGRAM MANAGER
Dena Driver

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CHILD WELFARE MANUAL REVISIONS Section 2 Chapter 1.2.2 Non-Caretaker Referrals	
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 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	