

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 22, 2011

M E M O R A N D U M

What's Inside:Resource
License or
Approval Begin
Date.

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: RESOURCE LICENSE OR APPROVAL BEGIN DATE

DISCUSSION:

The purpose of this memorandum is to introduce policy clarification regarding the begin date entered in FACES for a resource provider who is approved to have a license or approval opened.

The begin date of the license to be entered on the Vendor Licensure/Approval and Renewal Screen in FACES is the date that **all** the requirements were completed. The begin date of a license or approval cannot be prior to the most recent date that all requirements for that vendor type are completed.

The requirements to be completed include:

- All background check results received and documented. This includes:
 - Child Abuse and Neglect Registry, CA/N,
 - Case.net,
 - Family Care Safety Registry, and
 - Criminal Background, fingerprints.
- All paper work (references, signed forms, medical examination, etc.) received;
- All required training hours completed and documented; and
- Home Assessment completed and signed by the provider, worker, and supervisor.

The Children's Division is the licensing entity for Missouri resource provider homes. The Children's Division may contract with private agencies to develop resource homes. The private agency developing a resource home makes a recommendation to the Children's Division for licensure. If the Children's Division approves the recommendation to open the license or approval, the begin date is entered according to the date that all requirements were met.

It is also important to note that a Cooperative Agreement begin date cannot be prior to the begin date of the License or Approval required for that Agreement.

Language in Section 6 Chapter 3 of the Child Welfare Manual has been revised to support FACES data entry.

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 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 Resource Family Assessment and Licensing Process, 6.3.1 Guide for Conduction Resource Provider Family Assessments, 6.3 .A Children’s Division Fair Hearing Process, 6.7.1	
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	