

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 16, 2012

M E M O R A N D U M

What's Inside:Revisions to
Recruitment
Policy

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: REVISIONS TO RECRUITMENT POLICY

DISCUSSION:

The purpose of this memorandum is to introduce revisions to Recruitment policy for compliance with the Social Security Act, Title IV, Part B, Child and Family Services.

Revisions include:

- Responses to recruitment plan activities
- Instructions regarding maintaining a recruitment file for each circuit
- Template for the circuit specific recruitment plan
- Instructions for finding adoptive families including the use of AdoptUsKids and the Heart Gallery
- Use of the photo listing
- Child profile Sample

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:

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<p>CHILD WELFARE MANUAL REVISIONS Recruitment of Resource Families, Section 6 Chapter 1</p>	
<p>FORMS AND INSTRUCTIONS N/A</p>	
<p>REFERENCE DOCUMENTS AND RESOURCES N/A</p>	
<p>RELATED STATUTE Title IVB Regulations from Social Security Act, Sec.422(a)</p>	
<p>ADMINISTRATIVE RULE N/A</p>	
<p>COUNCIL ON ACCREDITATION (COA) STANDARDS N/A</p>	
<p>CHILD AND FAMILY SERVICES REVIEW (CFSR) Item 44, The State has in place a process for ensuring the diligent recruitment of potential foster and adoptive that reflect the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed.</p>	
<p>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</p>	
<p>FACES REQUIREMENTS N/A</p>	