

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 10, 2013

MEMORANDUM

What's Inside:

Form to document placement exceptions

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: PLACEMENT EXCEPTION FORM, CD-201

DISCUSSION:

The purpose of this memorandum is to introduce the placement exception form, CD-201, which provides staff with a mechanism to document exceptions to placement capacity and to ensure each child's needs are being met. This form was developed as a result of a recommendation made by the Recruitment and Retention Task Force.

This form will be required for:

- Homes with more than six (6) children
- Level B homes with more than four (4) children
- Homes with more than two (2) children with elevated needs
- Homes with more than two (2) children under the age of two
- Homes with more than four (4) children under the age of five

As an accredited agency by the Council on Accreditation, the maximum number of children placed in a resource home shall not exceed the licensing rules listed above unless placement is necessary:

- To accommodate a sibling group
- To accommodate a minor mother and child family group
- To accommodate a temporary placement
- To ensure continuity of care if the child(ren) was previously placed with the resource provider

Additional foster children shall not be placed in these homes until such time the home is in compliance with licensing rules. The case manager should notify the Family Support Team (FST) of the placement and the family's skill set which enables them to meet the child's needs.

The form should be completed by the case manager and licensing worker, signed by the resource provider, and approved by the circuit manager or program manager. This form should be kept in the forms section of the resource provider record.

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: Christy Collins (573) 751-9603 Christy.Collins@dss.mo.gov Amy Martin (573) 751-3171 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: Section 4 Chapter 14.4 Placement Process Section 6 Chapter 3 Attachment A Guide for Conducting Resource Provider Family Assessments	
FORMS AND INSTRUCTIONS Placement Exception Form , CD-201	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS PA-FC 6 Child Placement	
CHILD AND FAMILY SERVICES REVIEW (CFSR) CFSR, Item 12, Placement with Siblings	
PROTECTIVE FACTORS Parental Resilience-N/A Social Connections-N/A Knowledge of Parenting and Child Development-N/A Concrete Support in Times of Need-N/A Social and Emotional Competence of Children-N/A	
FACES REQUIREMENTS N/A	

