

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 28, 2014

What's Inside: Updated CS-201AC Instructions
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M E M O R A N D U M

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

FROM: TIM DECKER, DIRECTOR

SUBJECT: UPDATED REFERRAL/INFORMATION FOR CHILD SUPPORT SERVICES/AC (CS-201AC) INSTRUCTIONS

DISCUSSION:

The purpose of this memorandum is to notify staff of updated instructions to the Referral/Information for Child Support Services/AC form (CS-201AC) when referring cases for child support enforcement and/or genetic testing.

In an effort to minimize delays in the process, staff should include the following documents, if applicable, with the referral at the time of submission:

- Protective Custody Order
- Marriage Certificate
- Divorce Decree
- Out-of-State Birth Certificate
- Adoption Order
- Genetic Testing Order
- Any Juvenile Court Order Requiring Parents to Pay Child Support

The CS-201AC instructions have been updated to include the list of required documents. IV-E Eligibility specialists submitting the CS-201AC should ensure all fields are complete and indicate "not applicable" or "N/A" in any section of the form that does not apply.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT John Steinmeyer 573-751-8930 John.D.Steinmeyer@dss.mo.gov	UNIT MANAGER Christy Collins 573-751-3171 Christy.Collins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS CS-201AC Instructions	
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	