

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 26, 2015

M E M O R A N D U M

What's Inside:
Notification of
Resource Home
Adverse Action, CS-
20a

TO: REGIONAL EXECUTIVE, CIRCUIT MANAGERS, PROGRAM MANAGERS AND SUPERVISORS
FROM: TIM DECKER, DIRECTOR
SUBJECT: NOTIFICATION OF RESOURCE HOME ADVERSE ACTION, CS-20a

DISCUSSION:

The purpose of this memorandum is to remind staff of policy regarding mailing the Notification of Resource Home Adverse Action, CS-20a.

The CS-20a is to be mailed certified mail through the United States Postal Services, USPS. The receipt for *Certified Mail™* provides the sender with a receipt showing the item was mailed, delivery date and time or attempted delivery for domestic mail by accessing www.usps.com (click on *Track & Confirm*) or calling toll-free 800-222-1811. A record of delivery that includes the recipient's signature is maintained by the Postal Service.

Policy requires resource providers to submit, in writing, a request for Fair Hearing within 30 days of receiving the CS-20a. The date used to determine if the written request was received within the required 30 days, is the date the individual signs or refuses the certified letter receipt.

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

Elizabeth Tattershall
573-522-1191
Elizabeth.Tattershall@dss.mo.gov

PROGRAM MANAGER

Amy Martin
573-751-3171
Amy.L.Martin@dss.mo.gov

<p>CHILD WELFARE MANUAL REVISIONS Children's Division's Fair Hearing Process</p>
<p>FORMS AND INSTRUCTIONS Notification of Resource Home Adverse Action, CS-20a and instructions are available to CD staff on CD desk top forms</p>
<p>REFERENCE DOCUMENTS AND RESOURCES</p>
<p>RELATED STATUTE N/A</p>
<p>ADMINISTRATIVE RULE 13 CSR 35-60.010 (2)</p>
<p>COUNCIL ON ACCREDITATION (COA) STANDARDS N/A</p>
<p>CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A</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>