

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

AUGUST 3, 2016

M E M O R A N D U M

What's Inside: Revised immigration policy, forms and procedure
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TO: REGIONAL DIRECTORS, FIELD SUPPORT MANAGERS,
CIRCUIT MANAGERS AND SUPERVISORS

FROM: TIM DECKER, DIRECTOR

SUBJECT: REVISED IMMIGRATION POLICY, FORMS AND PROCEDURE

DISCUSSION:

The purpose of this memorandum is to introduce staff to revised citizenship/immigration policy, procedure and forms.

Consular Notification

When a minor, who is a foreign national, is placed in custody of the Children's Division, pursuant to *Article 37 of the Vienna Convention on Consular Relations*, the Division is required to notify the consulate/embassy of the child's country of origin. For purposes of consular notification a "foreign national" is any person who is not born a U.S. citizen or has not been naturalized as a U.S. citizen. Citizenship/immigration statuses include:

1. U.S. Citizens (Either born a citizen or naturalized)
2. Foreign Nationals
 - Foreign Nationals with Immigrant Visas (such as *lawful permanent residents (LPR) – Green Card*)
 - Foreign Nations with Non-Immigrant Visa's (In the U.S. for a temporary stay)
 - Undocumented Immigrants (Illegal Aliens)
3. Dual Citizenship (an individual is recognized as a U.S. citizen as well as a citizen of another country)

Revised Procedure

When a child comes into the legal custody of the Children's Division the worker will make reasonable efforts to verify the child's citizenship or immigration status. [See *US Citizenship and Identity Documentation Checklist (CD-145)*] If the child is believed to be a foreign national, either by legal documentation or through information received, the worker will complete a *Consular Notification to Central Office (CD-146)* and send it to

Central Office. A CD-146 is also sent to Central Office if there is documentation that the child is both a U.S. citizen and a citizen from another county.

Based on the information provided by the field, Central Office will determine whether to notify the consulate of the country of origin. If Central Office sends notification to the consulate of the country of origin, a copy will be forwarded to the worker to put in the Child's Section of the case file.

NECESSARY ACTION	
<ol style="list-style-type: none"> 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 Sarah Bashore 573-751-0311 Sarah.Bashore@dss.mo.gov	PROGRAM MANAGER Amy Martin 573-751-3171 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Section 4 Chapter 19 Subsection 5: U.S. Citizenship and Immigration Issues	
FORMS AND INSTRUCTIONS Revised - Consular Notification to Central Office (CD-146) No Change - US Citizenship and Identity Documentation Checklist (CD-145)	
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	