

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

MAY 2, 2018

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: CHILD SUPPORT - GOOD CAUSE LETTER

The purpose of this memo is to inform staff of the new form created to streamline communication about child support issues with Eligibility Analysts (formerly titled IV-E Eligibility Specialists), Family Support Division, and Child Support Enforcement.

The new form, [CD-252](#), is to be used when the Division determines that collecting child support on a child in custody would be a hindrance to the case goal. This short form shall be completed and sent to the Eligibility Analyst for the child. The approval and signature of a supervisor and circuit manager (or designee) is required.

If the Division decides to pursue support at a later time, the case manager shall contact the Eligibility Analyst to discuss the issue.

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 Jason Kearbey Jason.L.Kearbey@dss.mo.gov	MANAGER CONTACT Ivy Doxley Ivy.Doxley@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Section 4 Chapter 11.2	
FORMS AND INSTRUCTIONS CD-252 Good Cause Letter	

REFERENCE DOCUMENTS AND RESOURCES
N/A
RELATED STATUTE
N/A