

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: Updated subsidy policy and requirements

DISCUSSION: The purpose of this memorandum is to introduce staff to the new Respite Provider Payment Invoice for Adoptive/Guardianship Parents (CD-262) form that is consistent with AD/LG subsidy policy and requirements and the revised Adoption Subsidy /Subsidized Guardianship Agreement Checklist. Respite can now be added to the basic package for subsidy agreements effective immediately and will not require the letter from the providers or worker on why respite is needed. Respite should be added to the agreement consistent with policy units which correspond to the maintenance level approved. Current agreements can be amended to add respite services.

Respite (12 units at \$20 per unit - \$240)

Above standard respite (19 units at \$21 per unit - \$399 or additional units as approved)

The new form and revised checklist are now available on E-forms. Staff may begin using the CD-262 form for adoption and guardianship respite as of the date of this memorandum.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. Review revised Child Welfare Forms as indicated below.
4. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT Vickie Stoneberger 573-751-0311 Vickie.Stoneberger@dss.mo.gov	MANAGER CONTACT Amy Martin 573-526-8040 Amy.L.Marting@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Subsidy Basic Package, Section 4 Chapter 30 Subsection 1 General Policy, Section 4 Chapter 30 Subsection 3 Basic Subsidy Coverage Limitations, Section 4 Chapter 30 Attachment A	
FORMS AND INSTRUCTIONS CD-262, Respite Provider Payment Invoice for Adoptive/Guardianship Parents	
REFERENCE DOCUMENTS AND RESOURCES Adoption Subsidy Subsidized Guardianship Agreement Checklist-New Contracts	
RELATED STATUTE N/A	