

IMPORTANT PEOPLE

My Children's Case Manager

Name & Cell Phone Number:

Email Address:

Supervisor's Name & Phone Number:

Email Address:

My Licensing Worker

Name & Phone Number:

Email Address:

Supervisor's Name & Phone Number:

Email Address:

Guardian ad litem (GAL)

Name & Phone Number:

Other Local Resources:

Missouri Child Abuse and Neglect Hotline

1-800-392-3738

**This toll-free telephone line is answered
seven days a week, 24 hours a day, 365
days a year.**

Relative Resource Provider Job

Description:

All Relative Resource Providers are responsible for meeting these five competencies

1. Protecting and nurturing children
2. Meeting children's developmental needs and addressing developmental delays
3. Supporting relationships between children and their families
4. Connecting children to safe, nurturing relationships intended to last a life time
5. Working as a member of a professional team

Important Acronyms

CD- Children's Division
DJO- Deputy Juvenile Officer
GAL- Guardian ad litem
CASA- Court Appointed Special Advocate
FST- Family Support Team
CM- Case Manager
FDS- Family Development Specialist/Licensing Worker
IIS- Intensive In-Home Services
CSW- Children's Service Worker

Important Links

State Licensing Rules and Regulations

<http://www.sos.mo.gov/adrules/csr/current/13csr/13c35-60.pdf>

Missouri Resource Provider Handbook

<http://dss.mo.gov/cd/fostercare/pdf/fcresource.pdf>

Service Delivery Grievance Form

<https://dss.mo.gov/cd/info/forms/word/cs131.dotx>

Office of Child Advocate

<https://oca.mo.gov/>



A Guide for Relative Resource Providers

The mission of the Children's Division is to partner with families, communities, and government to protect children from abuse and neglect and to assure safety, permanency, and well-being for Missouri's Children.

Relative foster care is preferred and should be given first consideration when a court intervention is necessary to ensure the safety of a child or children.

frequently asked questions

Q: Are we now the legal custodians of our relative children placed in our home? The State of Missouri is

the legal custodian of the children placed in your home. The case manager is the guardian representative for the State of Missouri until reunification is achieved or permanence is obtained through guardianship or adoption.

Q: How often can I expect to see my case manager? Case managers have to see a child at least once a month in their home.

Q: Do I need to attend all court hearings and FST meetings? It is recommended that you attend as many as possible, as the relative provider you have first-hand experience with how the child is doing and are a vital part of the professional team that makes decisions regarding permanency for the children in your home.

Q: If I am unable to attend the court hearing, is there a way for me to provide an update to the judge? Yes, you can submit the Caregiver Court Information Form to the Juvenile Officer to file with the court.

<https://dss.mo.gov/cd/info/forms/word/Caregiver-Court%20Information-Form.dotx>

Q: When can we expect to receive our maintenance check? Maintenance checks are sent out on or about the 15th of the month following the month of service.

Q: What trips can be claimed for mileage? Trips to and from medical appointments, counseling appointments, court, FST or PPRT meetings, respite care, family visits and education.

Please Ask About Benefits Offered:

- Monthly financial assistance available (Current rates can be found at <https://dss.mo.gov/cd/info/cwmanual/section4/ch11/sec4ch11attach.htm>)
- Annual clothing voucher available
- Each child has childcare assistance until the day they turn 13 years old
- Each child has insurance through Medicaid
- Each child has 12 units (12-24 hours) of respite care available per year
- Families are reimbursed mileage for qualifying travel
- Mentors available for additional support
- Support groups offered in select locations
- Foster Parent Advisory Board Meetings offered in select locations

Your Role in Completing Licensure

1. Thoroughly fill out all paperwork provided
2. Obtain 3 personal references
3. Obtain employer references
4. Obtain medical reports on all household members
5. Complete thorough background checks on all household members 17 years or older
6. Be available for all requested home visits
7. Complete STARS: Caregiver Who Knows the Child Training

What to Expect

Within first 24-72 hours of placement:

- ☐ Relative providers should receive a placement letter and IM-29 for each child placed in your home
- ☐ An HCY form must be completed by a physician for each child in the home within 24 hours
- ☐ A case manager must complete a home visit with you and your family (child must be home) within 24 hours
- ☐ A Protective Custody Hearing will be conducted within 72 hours
- ☐ A supervised visit between the children and parent should occur within 72 hours
- ☐ A 24 hour and 72 hour FST meeting should be held

Within first 10-15 days of placement:

- ☐ 1st licensing home visit
- ☐ Fingerprints for all household members 17 years or older must be completed
- ☐ 2nd and 3rd supervised visit must occur

Within the first 30 days:

- ☐ Vision, Dentist and annual exam (if not able to complete with HCY) must be completed
- ☐ Adjudication Court Hearing
- ☐ Worker/Child Home visits

Within the first 90 days:

- ☐ All licensing paperwork and training needs to be completed and turned in
- ☐ Home Assessment must be completed
- ☐ Maintenance payment will stop if home study process is not completed

Ongoing:

- ☐ Monthly worker/child visits
- ☐ Quarterly Licensing visits
- ☐ Monthly/ Bi-Monthly FST meetings and court hearings