

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 17, 2012

## M E M O R A N D U M

**TO:** REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

**FROM:** CANDACE A. SHIVELY, DIRECTOR

**SUBJECT:** REVISED SS-60 AND INTRODUCTION OF PRIVATE AGENCY CODES, RPU-33

**What's Inside:**  
Revised SS-60  
and Introduction of  
RPU-33

**DISCUSSION:**

The purpose of this memorandum is to introduce the revised SS-60 and the new form, Private Agency Codes, RPU-33.

The SS-60 is utilized to track application information for Unclassified Vendors, UN, Medical/Mental Facility Vendors, MM, and Transitional Living Group Homes and Scattered Sites that are not contracted with the Children Division, TL.

The UN vendors are only opened by the Central Office Payment Unit. The MM and TL vendors are only opened by Central Office staff.

References to completion of the SS-60 for vendors other than MM, TL, and UN have been removed from the Child Welfare Manual.

The RPU-33 lists private agency codes. The list of private agency codes was located on the now obsolete SS-60 code sheet. Questions regarding private agency codes should be submitted to the Central Office Residential Program Unit, Fred Proebsting, state supervisor.

**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 Children's Division forms as indicated below.
4. All questions should be cleared through normal supervisory channels and directed to:

<b>PDS CONTACT</b> Elizabeth Tattershall 573-522-1191 <a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>	<b>DEPUTY DIRECTOR</b> Marta Halter 573-751-2427 <a href="mailto:Marta.Halter@dss.mo.gov">Marta.Halter@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> Numerous locations in Sections 4, 5 and 6 which reference SS-60 completion	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">Vendor Licensure/Approval Resource Report for UN, MM, and TL Vendors, SS-60 Private Agency Codes, RPU-33</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">FACES Financial System Payment Handbook</a>	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS</b> N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
<b>FACES REQUIREMENTS</b> N/A	