

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 27, 2014

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

**What's Inside:**  
**Respite Policy**  
**Revision and**  
**Training**  
**Introduction**

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

**FROM:** TIM DECKER, DIRECTOR

**SUBJECT:** RESPITE POLICY REVISION AND TRAINING INTRODUCTION

**DISCUSSION:**

The purpose of this memorandum is to introduce Respite policy revision, Respite training, and the Respite information pamphlet. The revisions and new materials are a result of recommendations submitted by three Recruitment and Retention Task Force work groups.

Respite care is the provision of periodic and/or intermittent, temporary substitute care of children who are in the care and custody of the Children's Division (CD), placed in a licensed resource home (foster, relative or kinship, emergency). The respite plan should serve equally the needs of both the foster youth and the foster caregivers. Using respite is important to reduce placement disruptions and to support safer and healthier homes.

Missouri Respite Provider Care Training is required before approving a respite vendor to provide services. The training is available on the Internet. The training may be completed self-taught or in an instructor led classroom setting. All new resource provider applicants must complete the Missouri Respite Provider Care Training prior to being referred to a STARS pre-service training class. The training will be credited as an in-service training once the vendor is opened and approved to provide services. Relative and Kinship applicants are not required to complete the respite training prior to licensure. All currently licensed or approved resource parents may complete the respite training for in-service training credit.

The new respite pamphlet may be printed from Children's Division E-forms. Ample space on the back is provided to enter contact information. The QR bar code located on the back directs the user to Children's Division Respite policy.

Two new payment codes will be activated in FACES after March 1, 2014. The new payment codes are for entering the partial payment for the new half unit respite as described in the policy revision, [Section 4 Chapter 17 subsection 6](#).

**NECESSARY ACTION**

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

**PDS CONTACT**

Elizabeth Tattershall  
573-522-1191  
[Elizabeth.Tattershall@dss.mo.gov](mailto:Elizabeth.Tattershall@dss.mo.gov)

**PROGRAM MANAGER**

Amy Martin  
573-751-3171  
[Amy.L.Martin@dss.mo.gov](mailto:Amy.L.Martin@dss.mo.gov)

**CHILD WELFARE MANUAL REVISIONS**

[Section 4 Chapter 17, Respite](#)

**FORMS AND INSTRUCTIONS**

[Respite Pamphlet](#)  
[Respite Care Provider Training](#)

**REFERENCE DOCUMENTS AND RESOURCES**

[Recruitment and Retention of Foster and Adoptive Parents Work Group](#)

**RELATED STATUTE**

[210.112](#)  
[210.542](#)

**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**

Two new payment codes for partial respite unit activation beginning after March 1, 2014  
FPPR, half unit Respite 6 to 12 hours  
CPPR, half unit Respite 6 to 12 hours Level B  
  
New Respite Training Code for FACES, V130