

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 30, 2017

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: TIM DECKER, DIRECTOR
SUBJECT: ADDITIONAL RESPITE UNIT APPROVAL

DISCUSSION:

Respite care is designed to provide temporary relief from stressful situations. Respite care may be planned in advance or used due to an immediate family need. Respite care is made available to resource providers based on the needs of the family. These needs may include, but are not limited to, illness, death in the family, hospitalization, or imminent risk of removal of the child where "time out" would stabilize the placement. Respite care should not be used for regular child care purposes. Respite care for children in specialized foster care, such as youth with elevated needs foster homes, will be provided per the respective program guidelines.

As the result of a CQI request and following discussion with the Executive team, respite policy has been updated to allow staff the ability, on a case by case basis, to obtain supervisor approval for up to 20 units of respite for a resource provider per child. Approval to exceed 20 units requires the approval of the regional director or their designee.

When families require approval for over 20 units of respite, consultation with the case manager, licensing worker and supervisor should occur to assure any additional supports, services, training, etc., are offered to the family to stabilize placements in the resource family.

NECESSARY ACTION

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:

<p>PDS CONTACT Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov</p>	<p>MANAGER CONTACT Amy Martin 573-751-3171 Amy.L.Martin@dss.mo.gov</p>
<p>CHILD WELFARE MANUAL REVISIONS Guidelines for Use 4.17.6 Reimbursement for Respite 4.17.7 Respite for Youth with Elevated Needs Level B 4.17.8</p>	
<p>FORMS AND INSTRUCTIONS N/A</p>	
<p>REFERENCE DOCUMENTS AND RESOURCES N/A</p>	
<p>RELATED STATUTE N/A</p>	