

## Instructions for the Resource Provider Welcome Letter, CD-68

**PURPOSE:** The purpose of this letter is to respond to the inquiry of a resource provider who is licensed or trained in a state other than Missouri, has moved to Missouri, and wishes to be licensed as a resource provider in Missouri. Policy regarding resource providers who were licensed and/or trained in another state is located in [Section 6 Chapter 11](#) of the Child Welfare Manual. This letter is one of the documents included in the packet of information sent to the applicant after approval from the Regional Director or designee is received.

**INSTRUCTIONS FOR COMPLETION:** Fill in the form fields provided:

- Date,
- Name,
- Type of foster care service for which they are applying,
- Name of the state where they were licensed/trained,
- Name of resource licensing worker

**COPIES AND DISTRIBUTION:** Make a copy of the letter before mailing with the packet of other documents identified in policy and place in the resource provider case record.

Memorandum History:

[CD07-60](#)