

CHILD PLACING AGENCY RENEWAL CHECKLIST

An agency shall submit the following documents to the division for Child Placing Renewal:

- Verification of a biennial physical examination, completed by a licensed physician, registered nurse who is under the supervision of a licensed physician, or an advanced practice nurse in a collaborative agreement with a licensed physician for all staff working directly with children (see 13 CSR 35- 73.030(3)(A);
- A current governing board roster, with officers identified, including the addresses and a notarized letter of acceptance from each member;
- A summary of any significant changes to programs and copies of any resulting policies or policy changes;
- A copy of the current organizational chart;
- A completed personnel report on a form prescribed by the division;
- Certification that all individuals who are required to submit to a Background Check have completed their Background Checks and have been found eligible by the Division for employment or presence at the Child Placing Agency as provided in §210.493 and 13 CSR 35-71.015
- Results of an annual check of the Child Abuse and Neglect CRU for all staff, contracted personnel, and volunteers working with children;
- Results of the annual criminal records check for all staff, contracted personnel, and volunteers working with children;
- A copy of a biennial financial audit and evaluation of the financial soundness of the operation conducted by a certified public accountant not employed by the agency;
- A copy of the budget for the current calendar or fiscal year;
- A statistical report on a form supplied by the division;
- A list of the names and addresses of all current foster homes licensed by the agency;
- An annual written plan for all foster parent training;
- A written plan indicating how the agency will provide for the transfer of records on both open and closed cases in the event the agency closes;
- An annual program evaluation;
- An itemized schedule of all fees to be assessed to applicants; and
- Copies of all written agreements (contracts) for the adoption process.

Email one copy of the completed forms and attached information with the application to:

CD.ChildPlacingApps@dss.mo.gov