

CHILD PLACING AGENCY INITIAL CHECKLIST

An agency shall submit the following documents to the division along with the application:

- Documentation of the legal basis for operation;
- A certified copy of the current Articles of Incorporation;
- A copy of the current by-laws;
- A list of the names and addresses of the current members of the governing board and a notarized letter of acceptance from each;
- A completed personnel report on a form prescribed by the division;
- Verification of the education, experience, and character of the administrator, all professional staff, and all contracted personnel;
- Verification of a physical examination for all staff working directly with children, completed by a licensed physician or a registered nurse who is under the supervision of a licensed physician;
- Certification that all individuals who are required to complete a Background Check are eligible for employment or presence at the Child Placing Agency as required in §210.493 RSMo and 13 CSR 35-71.015 [Results of a check of the Child Abuse and Neglect Central Registry Unit (CA/N CRU) for all staff and volunteers];
- A criminal records check for each employee from a state law enforcement agency;
- A chart depicting the agency's organizational structure and lines of supervision;
- A proposed budget for a period of not less than twelve (12) months duration which shows both anticipated expenses and income for the period;
- An itemized schedule of all fees to be assessed to applicants;
- Verification of availability of not less than ninety (90) days operating capital;
- A copy of the Civil Rights Agreement signed by the president of the governing board or the agency director;
- An outline of the agency's proposed program and the specific geographic area to be served (this shall be directly related to the number of staff and the geographic area to which it can actually provide services);
- A projected staffing plan for the anticipated capacity and programming of the agency;
- A written statement clearly setting forth the authority and responsibilities delegated to a director, administrator, or supervisor, if other than the owner. When the responsibility for the operation of an agency rests with the governing board, that governing board shall establish written policies and procedures which clearly establish the lines of responsibility governing the operation of the agency. These shall include a statement of the kind and extent of authority delegated to the director employed to carry out the program;
- A written description of intake policies which delineates the types of services to be provided, specific programs offered, and the methods of care and treatment to be provided;
- Job title, job description, and minimum qualifications for all staff;
- Written child abuse and neglect reporting policy;
- Written personnel practices, including staff training and orientation;

- Written discipline policy for children in care;
- Written visitation policy for children in care;
- Written health care policy for children in care which shall include preventive, medical, eye, hearing, and dental care;
- A written statement of any religious practices or religious restrictions;
- A written plan for all foster parent training; and
- Proof of professional and commercial general liability insurance.

**Email one copy of the completed forms and attached information with the application to:
CD.ChildPlacingApps@dss.mo.gov**