

Title: Child Welfare Manual
Section 8: Administrative
Chapter 8: Request For Policy Interpretation
Effective Date: November 15, 2006

Chapter 8 Overview

This chapter outlines the process for the initiation and responding to policy interpretations. This policy is intended to serve as a resource for policy clarification when all other references and resources have been exhausted at the Circuit and Regional level.

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Chapter Memoranda History: (prior to 01-31-07)

CS86-99, CS91-14, [CD06-96](#)

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8.1 Who May Initiate A Request For Policy Interpretation

Any Children's Division (CD) staff may submit a request for policy interpretation by completing a CS-77 form, which is to be routed through normal supervisory channels. Forms and Instructions.

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8.2 Preparing And Submitting A Request For Policy Interpretation:

1. The CD staff in need of policy interpretation should consult with his/her immediate supervisor for assistance.
2. The requesting CD staff should complete the CS-77 form and forward it to the Regional Office for clarification, if policy interpretation remains after discussion at the Circuit level. Forms and Instructions.
3. In the event, that policy questions are unable to be answered at the Regional level the completed CS-77 form should be submitted to Central Office via email to CD.PolicyInte@dss.mo.gov (and copied to the requesting worker, supervisor and Circuit Manager) by the Regional Office. The completed CS-77 form may be faxed to 573-526-3971, if staff are unable to access email.

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8.3 Response Process To A Request For Policy Interpretation:

1. Upon receipt of the CS-77 form in Central Office, the form will be assigned to the appropriate Unit Manager and Program Development Specialist (PDS) for completion.
2. The assigned PDS will have 5 working days from the date of assignment to research and write a response.
3. The PDS's response will be returned to his/her Unit Manager (UM) for approval. If approved, the UM will forward the response to the appropriate Deputy Director(s) for approval.
4. The final response will be forwarded to the Regional Office and the CD staff requesting the response.
5. In the event, that a response requires consultation with Legal Services, a referral will be made and Regional Office will be notified of the requested consultation. A response will be forwarded to the Regional Office upon receipt in Central Office.
6. **Staff should proceed through normal supervisory channels to address policy interpretation questions that require an immediate response. A CS-77 form is not needed under these circumstances.** Forms and Instructions.

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