

## 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](mailto:CD.ChildPlacingApps@dss.mo.gov)**



MISSOURI DEPARTMENT OF SOCIAL SERVICES  
 CHILDREN'S DIVISION  
**APPLICATION FOR LICENSE TO OPERATE A  
 CHILD PLACING AGENCY**

P.O. BOX 88  
 JEFFERSON CITY, MO 65103

Initial  Renewal

We hereby submit this application to the Department of Social Services, Children's Division, for a license to operate a child placing agency in the State of Missouri. We agree to abide by all laws and regulations governing the licensure and operation of a child placing agency in the State of Missouri.

LEGAL NAME OF AGENCY	TELEPHONE NUMBER	FAX NUMBER
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EMERGENCY CONTACT TELEPHONE NUMBER	AGENCY WEB SITE	AGENCY E-MAIL
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PHYSICAL ADDRESS (STREET NUMBER, CITY, COUNTY, ZIP CODE)

MAILING ADDRESS (STREET NUMBER, CITY, COUNTY, ZIP CODE)

OWNER NAME	MAILING ADDRESS	EMAIL ADDRESS	PHONE NUMBER
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CHIEF EXECUTIVE NAME	MAILING ADDRESS	EMAIL ADDRESS	PHONE NUMBER
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EXECUTIVE DIRECTOR NAME	MAILING ADDRESS	EMAIL ADDRESS	PHONE NUMBER
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ADMINISTRATOR NAME	MAILING ADDRESS	EMAIL ADDRESS	PHONE NUMBER
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BOARD PRESIENT NAME	MAILING ADDRESS	EMAIL ADDRESS	PHONE NUMBER
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BOARD CHAIR PERSON NAME	MAILING ADDRESS	EMAIL ADDRESS	PHONE NUMBER
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MAXIMUM NUMBER OF CHILDREN TO RECEIVE CARE	AGES OF CHILDREN TO RECEIVE CARE
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SEX OF CHILDREN TO RECEIVE CARE  
 Male  Female  Both

NAME AND ADDRESS OF SCHOOL ATTENDED BY THE CHILDREN

SERVICES TO BE PROVIDED  
 Basic Core  Maternity/Infant/Toddler/Preschool  Residential Treatment  Intensive Residential Treatment

CONDUCTED UNDER OF THE AUSPICES OF (NAME OF SPONSORING ORGANIZATION, IF APPLICABLE)	ADDRESS
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DATE ORGANIZED	DATE INCORPORATED	STATE OF INCORPORATION	<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit
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CURRENTLY ACCREDITED BY  
 Council on Accreditation of Services for Children and Families, Inc  Joint Commission on Accreditation of Healthcare Organizations  
 Commission on Accreditation of Rehabilitation Facilities  Not Accredited

ORIGINAL ACCREDITATION DATE	CURRENT TERM OF ACCREDITATION
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IS THERE ANY PENDING LEGAL ACTION AGAINST THE AGENCY, ANY BOARD MEMBER OR ANY STAFF MEMBER INVOLVING THE OPERATION OF THE AGENCY?  
 Yes  No If Yes, please explain on a separate page.

PLEASE LIST ANY OTHER STATE AGENCIES THAT LICENSE YOUR ORGANIZATION

NOTE: MISSOURI LAW PROVIDES THAT ANY PERSON WHO VIOLATES ANY APPLICABLE PROVISION OF SECTIONS 210.481 TO 210.536, OR WHO FOR HIMSELF OR FOR ANY OTHER PERSON MAKES MATERIALLY FALSE STATEMENTS IN ORDER TO OBTAIN A LICENSE OR THE RENEWAL THEREOF SHALL BE GUILTY OF A CLASS A MISDEMEANOR. IN CASE SUCH GUILTY PERSON BE A CORPORATION, ASSOCIATION, INSTITUTION, OR SOCIETY, THE OFFICERS THEREOF WHO PARTICIPATE IN THE ACTIVITY SHALL UPON CONVICTION BE SUBJECT TO THE PENALTIES PROVIDED BY LAW. § 210.531 RSMo. ANY PERSON IS GUILTY OF A CLASS B MISDEMEANOR IF SUCH PERSON SUBJECT TO BACKGROUND CHECK REQUIREMENTS KNOWINGLY FAILS TO COMPLETE A BACKGROUND CHECK, AS DESCRIBED UNDER §§ 210.493 AND 210.1263. §210.1283 RSMo.

I hereby certify that officers, managers, contractors, volunteers with access to children, employees and other support staff of the child placing agency, and owners who will have access to the facilities have, or will have, completed Background Checks and have been found eligible as required in § 210.493 and 13 CSR 35-71.015.

SIGNATURE OF PERSON LEGALLY AUTHORIZED TO SUBMIT THE APPLICATION ON BEHALF OF THE AGENCY

DATE

TITLE