

Protective Service Alert Form Letter (PSA-1) Instructions

Purpose

A Protective Service Alert (PSA) is a notification sent out through Central Office to go statewide, to particular CD Offices, or to other states. A PSA may also be received from a child protective service agency in another state to be sent out statewide, to particular county/circuit offices, or to check whether the child or family is or has been involved with the Children's Division. Protective Service Alerts are used to:

1. Inform local CD offices or child protective service agencies in other states about past or current concerns regarding a specific family;
2. To assist in locating families that CD or another protective service agency in another state has custody or involvement with; or
3. To inform CD offices or child protective service agencies in other states about run away and missing children.

Completion

Identifying Information – Enter the names, date of births and DCNs or the parents, parent substitutes and children. Include the parent/parent substitute's relationship to the child.

Nature of Concern – Enter the reason the protective service alert is being sent out. (runaway, unable to locate...etc.)

Relevant Prior History – Enter history, if it is relative to the current protective service alert.

Description of the children – include description of other persons, vehicle and license plate number or anything that might assist in locating the child.

Potential locations of child/family – Are there relative where the child may go? Did the child make a statement about where he/she may be headed? Is there a history of going to a location in the past?

Check the box if law enforcement and/or the juvenile office has been contacted and if so identify the agency.

Check of a photo image of the child is included. See policy for criteria to submit photos.

Signature of worker and supervisor

Upon completion, email this form to DSS.CD.PSA@dss.mo.gov.

Memorandum History

CD13-82