



Missouri Department of Health and Senior Services

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010  
RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2966 VOICE 1-800-735-2466



**Jane Drummond**  
Director

PM-09-04  
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August 26, 2008

**MEMORANDUM FOR ALL HOME AND COMMUNITY BASED CARE PROVIDERS**

FROM: Brenda F. Campbell, Director *Brenda F. Campbell*  
Division of Senior and Disability Services

SUBJECT: Good Cause Waiver Process Changes

Effective September 1, 2008, the Family Care Safety Registry (FCSR) will no longer accept applications for a Good Cause Waiver unless the application includes all required documentation. Incomplete applications will be returned to the applicant with all information submitted and with a notice stating the reason the application is being returned.

The FCSR will not retain any of the information submitted and a case will not be opened. This change means that applicants **will not be eligible for conditional employment** until a complete application is received by the FCSR. A complete application includes the following:

- A signed, completely filled out Good Cause Waiver application form;
- A detailed description of each disqualifying offense;
- A sponsor or reference letter(s); and
- A copy of the child abuse/neglect investigation report for each reported incident, if applicable.

Employers may verify if a registrant has submitted an acceptable Good Cause Waiver by accessing the following website [www.dhss.mo.gov/goodcausewaiver](http://www.dhss.mo.gov/goodcausewaiver) and following the appropriate links. This website also provides access to all Good Cause Waiver forms.

Any questions regarding this memorandum should be directed to the Bureau of Program Integrity via e-mail at [programintegrity@dhss.mo.gov](mailto:programintegrity@dhss.mo.gov) or by phone at 573/526-8557.

BFC/RS

CC: Distribution Lists 3 & 4

[www.dhss.mo.gov](http://www.dhss.mo.gov)

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