



Missouri Department of Health and Senior Services

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**Jane Drummond**  
Director

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

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

SUBJECT: Clarification of Good Cause Waiver Process Changes

Effective September 1, 2008, the Family Care Safety Registry (FCSR) no longer accepts applications for a Good Cause Waiver (GCW) unless the application includes all required documentation. Incomplete applications are returned to the applicant with all information submitted and with a notice stating the reason the application is being returned. The FCSR does not retain any of the information submitted and a case is not opened.

This change means that applicants for employment with **an in-home services provider** are not eligible for conditional employment until a complete application is received by the FCSR. A complete application includes the following:

- A signed, completely filled out GCW 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.

All employers may verify if a registrant has submitted an application for a GCW 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 GCW forms.

Conditional employment **does not apply** to the Consumer-Directed Services (CDS) program. When necessary, CDS vendors and consumers may use the FCSR website to verify that a potential attendant has submitted an application for a GCW, but cannot employ the attendant using state or federal funds until a GCW has actually been granted.

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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