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DIVISION OF LEGAL SERVICES  
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April 4, 2023

**Sent via MUCKROCK:**

Mr. Wayne Byun

RE: Sunshine Law Request – March 31, 2023

Dear Mr. Byun,

I am responding on behalf of the Custodian of Records for the Department of Social Services (DSS) to your information request, which DSS received on March 31, 2023. This response is being submitted within the three-day period required by the Sunshine Law, Section 610.023.3, RSMo.

Your request was:

Pursuant to the Missouri Sunshine Law, I hereby request the following records:

The following materials regarding the imposition, assessment, collection and balances of fees and debt for incarcerated youth (i.e., juvenile):

- a) All current policies and procedures regarding medical and room & board costs or fees for which incarcerated youth (i.e. juvenile) and/or their parents or legal guardians are or may become liable. Please include all policies and procedures related to how fees are set, accrued, imposed, collected, and enforced (such as those related to per diem fees, ability to pay determinations, penalties for late or non-payment, authorization for civil or criminal action for payment enforcement, etc).
- b) All reports, databases, spreadsheets, or equivalent materials regarding debts/restitution paid to or owed to this department or any facility/agency under its jurisdiction in FY2021. Please include all relevant data regarding medical and room & board costs, including the number of youths (i.e., juveniles) charged for medical and room & board

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costs or fees and the total amount of medical and room & board fees imposed in FY2021.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 3 business days, as the statute requires.

DSS received your request for information on March 31, 2023. However, I understand you may have submitted your request to MuckRock on December 20, 2023. Due to the delay in processing of information and inability to ensure security of information, we would respectfully ask that you provide your contact information so we may work directly with you on your request to avoid any further unnecessary delays. You may contact Shelby Tate by phone at 573-522-5073 or email [Shelby.tate@dss.mo.gov](mailto:Shelby.tate@dss.mo.gov) or by mail at Department of Social Services, Division of Legal Services, P.O. Box 1527, Jefferson City, MO 65102.

In the meantime, DSS will conduct research to determine whether we maintain records responsive to your request. Should we maintain responsive records, the earliest date and time the responsive documents may be available is May 18, 2023. Before providing the requested records, DSS must 1) process and review the request, 2) if required, notify staff members of the request in order to obtain potentially responsive documents and/or other items, 3) if required, generate search terms and submit a request to a separate department to obtain potentially responsive emails, 4) convert any potentially responsive documents, emails, and/or items into an accessible and usable format, 5) review all gathered potentially responsive documents, emails, and/or other items to determine if they are responsive to the request, 6) review responsive documents, emails, and/or other items to determine if they are closed or privileged by law and make any necessary redactions, and 7) compile or print responsive documents, emails, and/or other items to provide to you, the requester. Additionally, the aforementioned process is dependent upon the availability of staff members to locate items, the volume of the specific request, other active requests, and the on-going work of staff members.

The Sunshine Law, Section 610.026, RSMo, allows for the collection of fees, including staff time for the search, research, and duplication for providing the records you have requested as well as copying costs. In the event DSS locates responsive documents, emails, and/or other items, an invoice containing the cost estimate for fulfilling your request will be provided to you.

Please note that to the extent we locate responsive documents, emails and/or other items, we reserve the right to close them in whole or in part pursuant to law, including but not limited to Section 610.021, RSMo.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sharie Hahn".

Sharie Hahn  
General Counsel  
Department of Social Services  
Division of Legal Services  
(573) 751-3229