

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 17, 2009

What's Inside:

Changes in background screening procedures for interns and volunteers

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: MODIFICATION OF STUDENT INTERN AND VOLUNTEER PROCEDURES REGARDING BACKGROUND CHECKS

DISCUSSION:

Departmental policy recently changed with regard to background checks and now includes a requirement that all employees, volunteers and interns be fingerprinted prior to their start date. Section 8, Chapter 2, Subsection 4 of the Child Welfare Manual which addresses student intern policy and procedure has been amended to reflect this change in policy.

The Application for Record Review has been replaced by the fingerprint referral form. The fingerprint referral form can be electronically accessed from the Human Resource Center [New Employee Packet Checklist](#).

More detailed information regarding the background screening process is included in [DSS Policy 2-107](#).

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

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CHILD WELFARE MANUAL REVISIONS Section 8 Chapter 2 Subsection 4
FORMS AND INSTRUCTIONS New Employee Packet Checklist , Fingerprint Referral Form
REFERENCE DOCUMENTS AND RESOURCES
RELATED STATUTE N/A
ADMINISTRATIVE RULE DSS Policy 2-107
COUNCIL ON ACCREDITATION (COA) STANDARDS COA Standard G4.7.04 and G4.11
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A
PROTECTIVE FACTORS N/A
FACES REQUIREMENTS N/A