

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 11, 2012

M E M O R A N D U M

What's Inside:

Reduction of MOAP
Fee and reduction in
the Federal Bureau of
Investigation Fee for
Background Screenings
and Notification
Noncriminal Justice
Applicant Privacy Rights

TO: ALL REGIONAL AND COUNTY CHILDREN'S DIVISION AND
FAMILY SUPPORT DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR
CHILDREN'S DIVISION
ALYSON CAMPBELL, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: CHANGE IN THE FEDERAL BUREAU OF INVESTIGATIONS
FEE, NOTIFICATION OF NONCRIMINAL JUSTICE APPLICANT
PRIVACY RIGHTS AND NEW FINGERPRINT
CONTRACTOR

DISCUSSION:

The purpose of this memorandum is to inform staff that the Federal Bureau of Investigation has reduced their fee for a fingerprint based criminal history record check to \$16.50 per applicant, and to provide notification of the Noncriminal Justice Applicant Privacy Rights.

In addition, the Missouri State Highway Patrol has contracted with 3M/Cogent Corporation for fingerprinting services. Effective July 1, 2012, 3M/Cogent will be taking the place of L-1 Identity Solutions. 3M/Cogent has reduced the fingerprinting fee to \$8.30. Applicants must register with the Missouri Automated Criminal History Site (MACHS) at www.machs.mo.gov before scheduling the appointment. Individuals without access to the Internet may contact 3M/Cogent at 1-877-862-2425 toll free to have a Fingerprinting Services Representative conduct the registration on their behalf. The rates for obtaining background screenings are as follows:

- MSHP - \$20.00
- FBI – \$16.50
- Fingerprinting Fee - \$8.30
- Family Care Safety Registry (FCSR) - \$10.00

This adjustment will reduce the cost for fingerprinting to \$44.80. The registration fee for the FCSR remains at \$10.00 for each member of a child care provider applicant's household 17 years of age and older. For an additional \$1.00, child care providers can

register with FSCR online at <http://health.mo.gov/safety/fcsr/> . Online registration is encouraged to assist in expediting the FSCR processing.

All other background screening procedures remain the same.

The Noncriminal Justice Applicant Privacy Rights will be provided to registered family home providers (four or fewer) in their registration packet. The “*Noncriminal Justice Applicant Privacy Rights Notice*” is attached for review. Key highlights of the notice are as follows:

- An applicant must be notified that their fingerprints will be used to check their criminal history record with the FBI.
- If the applicant has a criminal history record, the agency/official making a determination of their suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- The agency/official must advise the applicant that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If an applicant has a criminal history record, the applicant should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record. (See 28 CFR 50.12(b).)
- An applicant has the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it.

NECESSARY ACTION 1. Review this memorandum with all Children’s Division and Family Support Division staff. 2. All questions should be cleared through normal supervisory channels and directed to:	
PDS CONTACT Brenda LaBella 573-522-9095 Brenda.LaBella@dss.mo.gov	PROGRAM MANAGER Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD CARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES Noncriminal Justice Applicant’s Privacy Rights Family Care Safety Registry Online Registration Instructions Missouri Applicant Processing Services Applicant User Guide for State Agency and MOVECHS Fingerprint Search Request	

RELATED STATUTE N/A
ADMINISTRATIVE RULE N/A
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A
PROTECTIVE FACTORS Parental Resilience – N/A Social Connections – N/A Knowledge of Parenting and Child Development – N/A Concrete Support in Times of Need - N/A Social and Emotional Competence of Children – N/A
FACES REQUIREMENTS N/A