

Missouri Department of Social Services-Children's Division
Child Care Provider Comprehensive Background Check Requirements

General Questions Regarding Background Checks

Who is required to have background check?

Missouri law requires all new child care provider applicants, facility staff and volunteers, individuals 17 years of age and older residing in the child care provider applicant's home, including Religious-In-Compliance organizations receiving or applying to receive Child Care Development Fund (CCDF) funds, AND current licensed exempt registered Child Care Development Fund (CCDF) providers to be fingerprinted for a comprehensive background check.

Background check requirements are protections intended to reduce the risk of abuse for children in regulated out-of-home child care settings. Parents need to be confident that individuals caring for their children do not have prior records of behavior that could endanger children.

What kinds of background checks are conducted?

A comprehensive fingerprint-based check consisting of:

- 1. A Federal Bureau of Investigation (FBI) fingerprint check;*
- 2. A search of the National Crime Information Center's National Sex Offender Registry; and*
- 3. A search of the following registries, repositories or databases in the state where the individual resides and each state where the individual has resided in the previous 5 years:*
 - a. State criminal registry or repository;*
 - b. State sex offender registry or repository; and*
 - c. State-based child abuse and neglect registry and database.*

A name-based check consisting of:

- 1. An adult and juvenile criminal records search of the Missouri State Highway Patrol database;*
- 2. A search of the Missouri sex offender registry; and*
- 3. A search of the Missouri child abuse and neglect registry and database.*

Fingerprints must be taken and submitted twice and be rejected both times to initiate a name-based search of the National Crime Information Center (NCIC). After the second rejection, the Department will conduct a name-based search of the individual. The standard turn-around time to receive the results from the FBI, for a name-based search, is four (4) to six (6) weeks. Once the results are received from the FBI, they will be processed in accordance with agency policy and process.

When will Missouri require fingerprint background checks?

As of October 1, 2018, Missouri will begin implementation of the comprehensive background check requirement for new applicants and current registered CCDF providers (beginning with current registrations that expire 10/31/18).

Will there be a charge for fingerprint checks?

*The cost for processing fingerprints is \$20.00 for the Missouri State Highway Patrol, \$12.00 for the FBI screenings, and \$8.50 for the fingerprinting processing fee, for a total of \$40.50. **PLEASE NOTE: The cost for an individual's fingerprints will be paid by the Department of Social Services/Children's Division-Early Childhood Section (DSS/CD/ECS) during the implementation period, October 1, 2018 through September 30, 2019.***

Who pays for the fingerprint background check?

*The cost of the comprehensive background check will be the responsibility of the child care staff member but may be paid or reimbursed by the child care provider at the provider's discretion. **As stated above, the Department of Social Services/Children's Division-Early Childhood Section will cover the cost during the implementation period, October 1, 2018 through September 30, 2019.** NOTE: More information about a payment authorization code is below, under "How do I register for fingerprinting for MACHS?"*

When do I have to complete the fingerprint background check?

Individuals and entities conducting business as a child care provider, applying for initial registration to receive CCDF funds on or after October 1, 2018, must complete the fingerprint background check prior to being issue a Certificate of Registration.

For current licensed exempt registered CCDF providers with registrations expiring October 31, 2018 and after – ALL staff, volunteers and household members 17 years of age and older must complete the fingerprint background check before the registration expiration date in order for provider to renew their registration for another year.

If an individual works at multiple facilities will duplicate fingerprint background checks be required?

No. Individuals working at more than one license-exempt facility are not required to submit fingerprints for each location; provided there is a current record of a fingerprint-based background check on file with the DSS/CD/ECS. Each facility must list the individual as a current staff/volunteer and receive verification from DSS/CD/ECS that a fingerprint-based check is not required. NOTE: a new comprehensive fingerprint-based background check is required when an individual has been separated from employment as a child care provider or removed from a licensed or license-exempt facility affiliate list for more than 180 consecutive days and begins working as a child care provider or staff/volunteer in another licensed or licensed-exempt facility.

How often will comprehensive fingerprint background checks be required?

Fingerprint-based background checks must be completed every five (5) years. Additionally, a new background check is required when an individual has been separated from employment as a child care provider or removed from a licensed or license-exempt facility affiliate list for more than 180 consecutive days and begins working as a child care provider or staff/volunteer in another licensed or licensed-exempt facility.

Who is IDEMIA? What is MACHS?

The Missouri State Highway Patrol (MSHP) has contracted with IDEMIA for fingerprinting services. IDEMIA representatives assist individuals with the fingerprint process and offer locations for the fingerprinting services. MACHS is the Missouri Automated Criminal History Site with MSHP.

How do I register for fingerprinting for MACHS?

*All applicants must first register with the Missouri Automated Criminal History Site (MACHS) Fingerprint Portal at www.machs.mo.gov. Individuals without access to the Internet may contact IDEMIA directly at 1-844-543-9712 to speak with a Fingerprint Services Representative to register with MACHS. You will need a specific four digit registration number when registering with MACHS. This number ties all identifying information together to ensure your background check is returned to the correct agency. A child care provider applicant may refer to the Child Care Provider Registration Packet for the number associated with the Children's Division, Early Childhood Section. **An individual will be issued a Payment Authorization Code during their registration for fingerprinting. This will allow the cost to be automatically billed to the DSS – Children's Division, Office of Early Childhood for individuals who register and are fingerprinted between 10/1/18 and 9/30/19.***

What do I need to get my fingerprints taken?

Individuals will be issued a Transaction Control Number (TCN) when registering with MACHS. This number will be used by IDEMIA when an individual has the fingerprints done. Individuals need to bring the Payment Authorization code that was provided during registration with MACHS, to the fingerprint location so that the Department can be direct-billed. Be sure to have a valid photo ID at your fingerprint appointment.

Where will I go to get my fingerprints taken?

*After an individual completes their MACHS registration, they will be re-directed to the Identogo website to enter their zip code, at which time the Identogo enrollment site(s) closest to them will be displayed. The individual will need to schedule an appointment, using the online calendar. Once the appointment is scheduled, a window will pop-up with the "Payment Authorization Code". This will need to be printed and taken along to the Identogo fingerprint service location. These sites will clearly be marked with Identogo signage and may accept walk-ins. For a current list of locations, you may check online at <https://www.identogo.com/locations/missouri>. NOTE: Appointments are not required, but pre-registration is required. Once registered, applicants may walk-in during a location's posted hours of operation, but scheduling an appointment may lead to lesser/no wait times. * With limited locations, walk-in may not always be available.*

If I've had fingerprints taken for a background check for another reason, can those results meet the child care requirement?

No. New fingerprints will be required. This is because background check information cannot be shared between agencies or businesses and each may have specific prohibitions mandated by law.

How long will it take to get fingerprint background check results?

Generally, results will be returned within 1-2 weeks from date fingerprints are received by the Missouri State Highway Patrol for processing. However, it may take longer if information is incomplete or if check of registries and databases maintained by another state are required. Quality of prints can also be a factor in the time it takes to process the results.

Is there a way to shorten the time it takes to get fingerprint background results?

Completing the fingerprint registration online through MACHS, with the proper registration code and accurate data entry may assist in expediting the process.

What happens if my fingerprints are rejected?

Fingerprints may be rejected due to poor quality, a bad print or if there is not sufficient ridge detail. If prints are rejected a new set will be required. If prints are rejected a second time a name-based check will be run. The individual will be notified by MSHP that new prints are needed.

Will I be charged another fee if I must have my fingerprints taken again due to rejected prints?

There is not an additional charge for the resubmission of fingerprints due to rejected prints. A number is provided to the individual to use when they go to be re-fingerprinted so that there is no fee.

How will I know someone has cleared the comprehensive fingerprint background check?

Employers (entities) will be notified by written correspondence, through US mail. The department shall provide the results of the criminal background check to the childcare provider in a statement that indicates whether the prospective child care staff member or child care staff member is eligible or ineligible for employment or presence at the child care facility. The department shall not reveal to the employer/facility any disqualifying crime or other related information regarding the prospective child care staff member or child care staff member.

Individuals will be notified by written correspondence, sent through US mail, of the results of their background check as it relates to eligibility and advised of the right to appeal if applicable.

How are the background check results, staff/volunteer listing, and eligibility tracked?

Child Care providers must register all staff and maintain current registration in Opportunities in a Professional Education Network (OPEN). Provider and staff registration information will be tracked by the individual's MOPD ID number, which includes, but is not limited to, completed trainings, background check eligibility, and hire date. DSS/CD will also keep a log of an individual's non-specific background findings through a database.