

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 31, 2007

MEMORANDUM

What's Inside:

Mandatory use of MOAPS for capturing child care provider's fingerprints and adjustment in rates for background screenings.

TO: ALL REGIONAL AND COUNTY FSD/CD OFFICES

FROM: PAULA NEESE, DIRECTOR
CHILDREN'S DIVISION
JANEL R. LUCK, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: MANDATORY USE OF INTEGRATED BIOMETRIC
TECHNOLOGY FOR BACKGROUND SCREENING
FINGERPRINTS AND RATE ADJUSTMENTS FOR
BACKGROUND SCREENINGS

REFERENCE: CHILD CARE

DISCUSSION:

The purpose of this memorandum is to inform staff of a change in policy regarding the use of Integrated Biometric Technology (formerly Identix) for obtaining child care provider applicant's fingerprints for background screenings, and to announce a change in the rates charged for background screenings.

Memorandum OEC-05-08 introduced Identix as the agency that Missouri State Highway Patrol has partnered with to capture electronic fingerprint images. This agency has since changed their name to Integrated Biometric Technology (IBT). The memo also stated that although this was the preferred means to capture fingerprints from applicants, the individual applicant still had the option to use fingerprint cards and obtain their prints from a local law enforcement agency.

Due to issues with accuracy and timeliness of fingerprints obtained locally, effective with the receipt of this memorandum, the use of IBT is the only acceptable means for child

care provider applicant's to submit fingerprints. Applicants will continue to contact IBT at 1-866-522-7067 toll free or online at www.identix.com/iis to schedule an appointment.

The rates for obtaining background screenings are being adjusted as follows:

- FBI – \$19.25 (effective October 1, 2007)
- MSHP - \$20 (effective August 28, 2007)
- Family Care Safety Registry (FCSR) - \$9.00 (effective August 28, 2007)
- MOAP will remain \$12.95

This adjustment will increase the cost for fingerprinting to \$56.95 between August 28 and September 30, 2007, with a reduction in cost to \$52.20 for fingerprints scheduled for completion on October 1, 2007 or later. The fee for registration with the FCSR will be \$9.00 for each member of a child care provider applicant's household 17 years of age and older.

All other background screening procedures remains the same.

NECESSARY ACTION:	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division and Family Support Division staff. 2. Review OEC-05-08 with staff for proper procedures regarding IBT 3. If providers have already submitted fingerprints completed locally for background screening, proceed with determining eligibility from these prints. 4. Discontinue giving applicant's the option of having fingerprints captured locally. 5. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT: PDS name Joyce Koerner PDS phone number (573)526-9587 PDS email address Joyce.A.Koerner@dss.mo.gov	PROGRAM MANAGER: Unit Mgr name Becky Houf Unit Mgr phone number (573)751-6793 Unit Mgr email address Becky.L.Houf@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS:	
List or put N/A if not applicable. NA	
FORMS AND INSTRUCTIONS:	
List or put N/A if not applicable.	
REFERENCE DOCUMENTS and RESOURCES:	
List or put N/A if not applicable. OEC-05-08	
RELATED STATUTE:	
List or put N/A if not applicable. N/A	

ADMINISTRATIVE RULE:

List or put N/A if not applicable.

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:

List or put N/A if not applicable.

N/A

PROGRAM IMPROVEMENT PLAN (PIP):

List or put N/A if not applicable.

N/A

SACWIS REQUIREMENTS:

List or put N/A if not applicable.

N/A