

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 1, 2008

What's Inside:
Payment process
for CAN
background checks
by other states that
charge a fee

MEMORANDUM

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

FROM: JAMES C. HARRISON, ACTING DIRECTOR

SUBJECT: PAYMENT PROCESS FOR CHILD ABUSE AND NEGLECT BACKGROUND SCREENING BY OTHER STATES THAT CHARGE A FEE

DISCUSSION:

The Children's Division policy regarding background checks of resource providers includes a Child Abuse and Neglect history check in every state that every adult in the household has lived in since the age of 17.

California Department of Social Services has a [List of Contacts For Other States Child Abuse and Neglect Registries](#) which is updated regularly. Workers can use this list to obtain contact information and potential fees.

States Requiring a Fee

There are a few states that currently require a fee to provide this service:

California \$15.00

Colorado \$10.00

Minnesota \$20.00

Pennsylvania \$10.00

South Carolina \$15.00

Wisconsin – There is no fee at state level but counties may charge a fee

Process for Paying Fee

The process to pay states that charge for this service is as follows:

- Out-of-State CAN checks will be paid using a PVQ document in SAM II.
- An application should be obtained and completed from the State from which you want the CAN check. Applications are located at [List of Contacts For Other States Child Abuse and Neglect Registries](#)

- Complete the [Generic Invoice](#), located in the Reference Documents and Resources section on E-forms, and stamp with the words “original only invoice available”.
- Copy the application and invoice making sure the amount due is entered by the submitting state and indicated somewhere on the out-of-state application.
- Payment is entered into SAM II using a PVQ document.
- The documents should then be placed in the following order and sent to Central Office for approval to Financial Management & Operational Services, P.O. Box 2320, Jefferson City, MO 65102:

Other attributes Page of SAM II

Original generic invoice
Copy of CAN check application
(Staple these two items together)

Copy of generic invoice
Original CAN check application
(Staple these two items together)

Staple all of the above together in the top middle of the page.

The following coding should be used:

Fund: 0610
Agency: 886
Organization: Local org
Appropriation: 4858
Function: X799
Object Code: 2544
Reporting Category: F007

Exempt States

There are two states that are exempt from the federal Adam Walsh Act because they have no central registry:

Oklahoma: If you contact the individual listed on the [List of Contacts For Other States Child Abuse and Neglect Registries](#), you can get information only when a current CAN investigation is being conducted

Wisconsin: Has no central Registry, but information can be collected by following the request procedure stated on the [List of Contacts For Other States Child Abuse and Neglect Registries](#)

NECESSARY ACTION:

1. Review this memorandum with all Children’s Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT: Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	PROGRAM MANAGER: Melody Yancey 573-522-5062 Melody.Yancey@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: NA	
FORMS AND INSTRUCTIONS: Generic Invoice	
REFERENCE DOCUMENTS and RESOURCES: List of Contacts For Other States Child Abuse and Neglect Registries	
RELATED STATUTE: Adam Walsh Act	
ADMINISTRATIVE RULE: N/A.	
COUNCIL ON ACCREDITATION (COA) STANDARDS: N/A	
PROGRAM IMPROVEMENT PLAN (PIP): N/A.	
SACWIS REQUIREMENTS: N/A	