

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

August 28, 2003

MEMORANDUM

TO: ALL REGIONAL DIRECTORS, COUNTY DIRECTORS,  
CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: JIM HARRISON, ASSISTANT DEPUTY DIRECTOR

SUBJECT: NEW PROTOCOL FOR RESOURCE FAMILY BACKGROUND  
SCREENING

Effective August 28, 2003, Children's Division staff and its contracted providers can obtain a comprehensive records check of foster/adoptive care applicants through the Family Care Safety Registry (FCSR) maintained by the Department of Health and Senior Services. The telephone number is 1-866-422-6872. The web site is [www.dhss.mo.gov/FCSR](http://www.dhss.mo.gov/FCSR).

Foster/adopt applicants are required to register with the Family Care Safety Registry as early in the application process as possible ***if the applicant has not already registered***. An applicant's registration status may be obtained by going to the FCSR web site and clicking on "Registration Search."

To register the applicant must submit a completed "Worker Registration Form" (formerly "Child-Care and Elder-Care Worker Registration Form") and a photocopy of their social security card to the Missouri Department of Health, Fee Receipts Unit, P.O. Box 570, Jefferson City, MO 65102. **Special yellow versions of the form are available at the Department of Social Services Warehouse. The yellow forms alert the Department of Health that the registrant is a prospective foster/adopt family and the registration fee has been waived.** Forms may also be downloaded from the FCSR web site. Both foster and adoptive applicants are to check the foster parent box in Section A.

Staff and contracted providers should allow ten days after the registration was mailed before making a background screening request. The request can be

made by calling the FCSR toll-free number. One day after the oral report is given, a written report will be sent to both the requestor and the registrant.

The FCSR will contain information obtained through:

- State criminal records checks conducted by the Missouri State Highway Patrol;
- Child abuse/neglect records maintained by the Children's Division;
- The employee disqualification list maintained by the Department of Health and Senior Services;
- Child care facility licensing records maintained by the Department of Health and Senior Services;
- Foster parent, residential facility and child placing agency licensing records maintained by the Children's Division; and
- Residential living facility and nursing home licensing records maintained by the Department of Health and Senior Services.

Please note the Sex Offender Registry maintained by the Highway Patrol will not be available to FCSR until January 2004. Staff and contracted providers may still receive this information either from the local sheriff's department or by submitting a "Request for Criminal Record Check" (Form SHP-158F) to the Missouri Highway Patrol. Upon the receipt of required funding, the Highway Patrol plans to post the Sex Offender Registry on the Internet.

The Children's Division will be enhancing the criminal records check to include the use of fingerprints, but in the meantime, this is the protocol to be used for background checks.

Attached please find a copy of the letter faxed today to each resource contracted provider.

All questions should be cleared through normal supervisory channels.

JH/DK:js

Attachment

August 28, 2003

Dear Contracted Provider:

Effective August 28, 2003, and pursuant to 210.909 RSMo, Children's Division staff and its contracted providers can obtain a comprehensive records check of foster/adoptive care applicants through the Family Care Safety Registry (FCSR) maintained by the Department of Health and Senior Services. The web site is [www.dhss.mo.gov/FCSR](http://www.dhss.mo.gov/FCSR). The toll-free telephone number is 1-866-422-6872.

Foster/adopt applicants are required to register with the Family Care Safety Registry as early in the application process as possible ***if the applicant has not already registered***. An applicant's registration status may be obtained by going to the FCSR web site and clicking on "Registration Search."

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- The employee disqualification list maintained by the Department of Health and Senior Services;

- Child-care facility licensing records maintained by the Department of Health and Senior Services;
- Foster parent, residential facility and child placing agency licensing records maintained by the Children's Division; and
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The Children's Division will be enhancing the criminal records check to include the use of fingerprints. In the meantime, this is the protocol to be used.

If you have questions, please contact your Children's Division contract liaison for your area.

Sincerely,

Jim Harrison  
Assistant Deputy Director

JH/DK:js