

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

January 26, 2004

MEMORANDUM

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

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: FINGERPRINTING IMPLEMENTATION

This memorandum is to detail the implementation process of fingerprinting by the local circuit offices and Resource Development Contract providers. Beginning January 5, 2004, and concluding January 23, 2004, the Missouri State Highway Patrol (MSHP), Criminal Records & Identification Division, will provide fingerprint training to more than 300 Children's Division staff and its contracted providers, who assess and train foster and adoptive homes. Resource Development Contract providers are not required to provide the service but are certainly appreciated if they volunteer.

The fingerprint training will include 11 sessions statewide. The sessions are being held in Kansas City, St. Joseph, Macon, Springfield, St. Louis, Poplar Bluff, and Jefferson City. Since the training is "Train the Trainer", staff members may be required to train new workers in the future. At least one set of training materials provided by the MSHP is to be kept in each county office. The Children's Division has received 30,000 "Applicant Fingerprint Cards" from the Federal Bureau of Investigation and is in the process of purchasing and distributing fingerprint kits. This will enable foster parents and prospective foster parents the accessibility of being fingerprinted at their local Children's Division Office, if they so desire. Fingerprinting may also be done at training locations, in the applicant's home, or any site convenient for the family and staff.

Each local county office may begin offering fingerprinting services after the completion of training and the receipt of the fingerprint supplies. Kits that include the Porelon ink pad and applicant card holder are in the process of being purchased and are expected to be received in Jefferson City by January 23, 2004. As soon as the kits are received, they will be forwarded to the regional offices. Additional recommended supplies (rubber gloves for the person fingerprinting, a hand cleaner such as "Goop", and paper towels) will need to be purchased by the local office. "Fingerprint Applicant Cards", Form FD-28, can be ordered through E-Store.

We are pleased to take this additional step to assure that children placed in our custody are in safe and nurturing homes.

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