

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 27, 2008

MEMORANDUM**What's Inside:**

Revision to  
fingerprint  
authorization letters  
CD-26a, CD-26b,  
CD-26c, and CD-  
26d and OCA code  
sheet

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISION OF FINGERPRINTING AUTHORIZATION LETTERS  
CD-26a, CD-26b, CD-26c, CD-26d and OCA CODE SHEET

## DISCUSSION:

The purpose of this memo is to introduce revisions to the fingerprint authorization letters for foster, relative, adoptive and biological parents and revisions to the Originating Case Agency, OCA, code sheet.

There continues to be concern with the fingerprint scheduling and billing procedures. The CD-26b and CD-26c, which are given to individuals who are required to pay for their fingerprinting, are revised to indicate the process for going on-line to schedule the fingerprinting appointment.

The CD-26a and CD-26d, which are given to individuals when the Children's Division pays the cost for fingerprinting, have been revised to indicate the process for going on-line to schedule the fingerprinting, as well as, stressing the correct ORI number and OCA codes to use. **This is very important for the billing process** as there is no mechanism to reimburse fingerprint applicants if they pay for the fingerprinting in error.

It is imperative that the resource provider take the appropriate authorization letter with them to the scheduled appointment. The letter contains all the information that is required for accurate billing.

It is equally imperative that the resource provider use the appropriate authorization letter with the information provided therein when they are scheduling their appointment on-line or on the telephone.

**It is the responsibility of the licensing worker to understand and explain the process to the resource provider regarding scheduling an appointment for the fingerprinting on-line or by phone.** It is also the responsibility of the licensing worker to emphasize to the resource provider that the correct ORI (Originating Agency Routing

Identifier), OCA and Billing Account number (the ORI) is used to avoid incorrect payment charges that cannot be reimbursed.

OCA Code Sheet:

The OCA code must be entered correctly on the authorization letter and on the web pages if the individual chooses to schedule an appointment on the Internet. The OCA code sheet is located on [E-Forms](#) at the end of the page in the Reference Documents and Resources section.

The following is a list of examples that can be used if an individual lives in Cole County:

- 019CD/RESP (for a respite provider) CD does not pay
- 019CD/ICPC/P (for a parent being sought as a placement for ICPC) CD does not pay
- 019CD/OTI/P (for bio parent) CD does not pay
- 019CD/BIOP (for bio parent) This code should also be used for other adult persons being printed in the household of the biological parent – (i.e. Paramour, relative, adult, child, etc.) CD does not pay
- 019CD (for prospective or current foster/relative/kinship care provider or adoptive parent) CD pays

As the examples above indicate, CD at the end of the series of numbers and letters indicates that CD is the responsible party for payment. If CD is **not** the responsible party for payment, CD goes after the county number and then the other indicators are added.

Please discard any copies of the CD26a, CD26b, CD26c, and CD26d locally or saved on desk top and replace with the revised copies. The updated forms are now available on E-forms.

<b>NECESSARY ACTION:</b>  <ol style="list-style-type: none"><li>1. Review this memorandum with all Children’s Division staff.</li><li>2. Review revised Child Welfare Manual chapters as indicated below.</li><li>3. All questions should be cleared through normal supervisory channels and directed to:</li></ol>	
<b>PDS CONTACT:</b> Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	<b>PROGRAM MANAGER:</b> Melody Yancey 573-751-3171 Melody.Yancey@dss.mo.gov
<b>CHILD WELFARE MANUAL REVISIONS:</b> N/A	
<b><u>FORMS AND INSTRUCTIONS:</u></b> CD-26a, and instructions CD-26b, and instructions CD-26c, and instructions CD-26d, and instructions	

**REFERENCE DOCUMENTS and RESOURCES:**

IBT [www.ibtfingerprint.com/](http://www.ibtfingerprint.com/)