

## AGENCY NO: MO920400Z

Dear Applicant,

House Bill 1453 and Senate Bill 762, passed in the 2004 legislative session, requires any family home child care provider who wishes to register for subsidy reimbursement to submit two sets of fingerprints to the Missouri State Highway Patrol. The two sets of fingerprints will be used to screen for criminal history with the Missouri State Highway Patrol and with the Federal Bureau of Investigation.

You and your household members over the age of seventeen are also required to register with the Family Care Safety Registry as a condition of registration for subsidy reimbursement. However, your household members are not required to submit fingerprints. There are two Family Care Safety Registration forms included in this packet for yourself and your household member. If you need more Family Care Safety Registry forms, you may contact your local Family Support Division office. Family Care Safety Registry forms must be submitted to the address on the form along with payment.

Fingerprinting results are typically returned in less than 2 weeks. Family Care Safety Registry results are also typically returned in two weeks. Your eligibility for child care provider registration cannot be determined until all screening results are received and evaluated.

Fingerprinting is done by MOAPS (Missouri Applicant Processing Services). MOAPS contracts with the Highway Patrol to submit electronic fingerprints, which can be processed much more quickly than inked fingerprint cards. You must contact MOAPS to schedule an appointment to be fingerprinted. The following steps will instruct you on how to complete the fingerprinting process:

- You may schedule your appointment with MOAPS by telephone. To schedule by phone, call 1-866-522-7067 toll-free.
- **Inform MOAPS that you are being fingerprinted because you are applying to be paid by the Department of Social Services as a child care provider.** You will be asked to provide identifying information about yourself, as well as the names and dates of birth of the children for whom you are requesting to provide care.
- The cost for processing your fingerprint is \$14.00 for the Missouri Highway Patrol, \$24.00 for the FBI screenings and \$12.95 for the MOAPS processing fee, for a total of \$50.95. You must pay at the time you are fingerprinted. Cash will not be accepted. Payment will be accepted by personal check, bank check, money order, credit card or debit card. Money orders and checks should be made payable to MOAPS.
- The cost for processing the fingerprint cards and any local fee for providing the fingerprinting service cannot be reimbursed to you.
- Bring the following to your appointment:
  - This letter. It serves to inform the fingerprint technician what agency has requested the fingerprints, so that they may gather the correct supplemental information and ensure the results are directed to the proper place. Fill in the bottom of the 2<sup>nd</sup> page of this form, so you will have all the necessary information ready when you contact MOAPS and for your fingerprinting appointment.

- 2 forms of government identification. At least one must be photo ID. Government ID may include a driver's license, social security card, military id, birth certificate or passport.
- The names and dates of birth of the children you are applying to care for.

Thank you for your cooperation in this matter.

YOUR NAME	
SSN	
MILITARY ID #	
DATE OF BIRTH	
HEIGHT	
WEIGHT	
EYE COLOR	
HAIR COLOR	
RACE	
SEX	
FSD COUNTY OFFICE NAME AND ADDRESS	
NAMES AND DATES OF BIRTH OF ALL CHILDREN IN CARE	

**FOR OFFICE USE ONLY:  
OCA (SEE FSD COUNTY OFFICE NAME AND ADDRESS)  
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