



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
FAMILY CARE SAFETY REGISTRY

**DEPARTMENT OF SOCIAL SERVICES CHILD CARE PROVIDER SCREENING  
PROVIDER REGISTRATION RENEWAL BACKGROUND SCREENING REQUEST**

**SECTION A: ENTER THE NAME OF THE DEPARTMENT OF SOCIAL SERVICES REGISTERED CHILD CARE PROVIDER**

Provider Name:	DVN:
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**SECTION B: YOUR LOCAL FAMILY SUPPORT DIVISION OFFICE**

FSD Office	Phone:	
Street Address	Mailing Address	
City	State	Zip

PLEASE TYPE OR PRINT CLEARLY

**SECTION C: PROVIDER AND HOUSEHOLD MEMBER IDENTIFYING DATA**

	LAST NAME	FIRST NAME	MI	SOCIAL SECURITY NO.	DATE OF BIRTH
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

**SECTION D: REQUEST FOR PROVIDER OR HOUSEHOLD MEMBER BACKGROUND SCREENING INFORMATION**

The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I certify that my request for background information on the individuals listed in Section C is for employment purposes only. For purposes of the Family Care Safety Registry, "employment purposes" includes direct employer-employee relationships, prospective employer-employee relationships, and screening and interviewing of persons or facilities by those persons contemplating the placement of an individual in a child-care, elder care or personal care setting. I have read and understand the following: 1) Registry information provided consists only of information relative to the state of Missouri and does not include information from other states or information that may be available from other states; 2) any person who uses the information obtained from the Family Care Safety Registry for any purpose other than that specifically provided for in sections 210.900 to 210.936, RSMo, is guilty of a class B misdemeanor; and 3) when any Registry information is disclosed pursuant to section 210.921.1(2), RSMo, the Department of Health and Senior Services will notify the registrant of the name and address of the person making the request. I request that specific information be provided to me in the event that the background screening performed upon the individuals identified in Section C of this form indicates that there is information identified in any of the sources checked by the Family Care Safety Registry. I understand that this information is to be used for employment purposes only and anyone using the information for any purpose other than that specifically provided in sections 210.900 to 210.936, RSMo., is guilty of a class B misdemeanor.

AUTHORIZED SIGNATURE  
**OFFICE OF EARLY CHILDHOOD (AUTHORIZED SIGNATURE ON FILE)**

**IMPORTANT**

- Background screening information is provided at no cost.
- If you have questions on how to complete this form, contact 1-866-422-6872 (toll-free)
- Send completed form to local Family Support Division office, address listed above.

## **WHAT IS THE FAMILY CARE SAFETY REGISTRY?**

The Family Care Safety Registry, administered by the Missouri Department of Health and Senior Services, provides families and other employers with a method to obtain background screening information. The Registry, through various state agencies, offers several resources to screen child-care, elder-care and personal care workers and child-care and elder-care providers:

1. State criminal background checks conducted by the Missouri State Highway Patrol
2. Sex Offender Registry information maintained by the Missouri State Highway Patrol
3. Child abuse/neglect records, maintained by the Department of Social Services
4. The Employee Disqualification List, maintained by the Division of Senior Services
5. The Employee Disqualification Registry maintained by the Department of Mental Health
6. Child-care facility licensing records, maintained by the Department of Health and Senior Services
7. Foster parent, residential care facility, and child placing agency licensing records, maintained by Department of Social Services
8. Residential living facility and nursing home licensing records, maintained by the Division of Senior Services

## **WHO HAS TO REGISTER?**

Any person hired on or after January 1, 2001, as a child-care worker or elder-care worker, or hired on or after January 1, 2002 as a personal care worker, as defined in §210.900, subsection 2, RSMo, is required to make application for registration in the Family Care Safety Registry within fifteen (15) days of the beginning of employment. **Such person who fails to submit a completed registration form to the Department of Health and Senior Services without good cause, as determined by the department, is guilty of a class B misdemeanor.**

## **WHAT IS THE PURPOSE OF THE DEPARTMENT OF SOCIAL SERVICES CHILD CARE PROVIDER REGISTRATION RENEWAL BACKGROUND SCREENING REQUEST?**

The Department of Social Services uses this form to obtain background screening information on providers and household members who have previously completed registration with the Family Care Safety Registry. The form will take the place of calling the Registry's toll-free telephone line as outlined in section 210.921, RSMo. The background screening information is provided at no cost. The registrant will be notified in writing each time a background screening request is made. The written notification will include the county and address of the Family Support Division Office as well as the information provided to the requestor.

## **HOW DO I COMPLETE THE DEPARTMENT OF SOCIAL SERVICES CHILD CARE PROVIDER REGISTRATION RENEWAL BACKGROUND SCREENING REQUEST?**

Section A: Provider Name and DVN – This is the Department of Social Services Registered Child Care Provider and the provider's Department Vendor Number.

Section B: Family Support Division Office – This is the address of your local Family Support Division office.

Section C: Provider and Household Member – List the full name, social security number, and date of birth of the provider (and their household members over 17 years old) whose applications for registration have been or are being submitted for processing.

Section D: Request for Provider or Household Member Background Screening Information – Per §210.903.2, RSMo "employment purposes" includes "screening and interviewing of persons or facilities by those persons contemplating the placement of an individual in a child-care"..."setting." The Office of Early Childhood has a signature on file with the Family Care Safety Registry. This signature certifies that the request for background information is for employment purposes only. The requestor understands that the information provided is relative to the state of Missouri only and does not include any other information on file with another state, that the registrant will be notified in writing that a request has been received and requestor's name and information provided to the employer identified in this section, and that any person who misuses the information is guilty of a class B misdemeanor including the specific background screening information.

## **HOW DO I SUBMIT THE PROVIDER BACKGROUND SCREENING REQUEST?**

Complete the form and return it to your local Family Support Division office, listed on the front of this form.

## **WHEN WILL BACKGROUND SCREENING RESULTS BE KNOWN?**

The requestor will be notified, in writing, of the results of the background screening performed by the Family Care Safety Registry. If the requestor contacts the Registry using the toll-free access line, 1-866-422, 6872, the employer will be provided the results while on the phone. The registrant will also be notified in writing each time a background screening request is made. The written notification will include the name and address of the individual making the request as well as the information provided to the requestor. State agencies can request information for licensure or regulatory purposes. Child care providers applying for registration renewal for subsidy payments from the Department of Social Services fall into this category. These providers are not employees of the State of Missouri. They are self-employed, and have applied to enter into a payment agreement with the Department of Social Services. This information is also reported to the Internal Revenue Service (IRS). Contact the IRS at 1-800-829-1040 for answers to your tax related questions.

## **WHAT IS THE PENALTY FOR MISUSING REGISTRY INFORMATION?**

Information maintained by the Family Care Safety Registry can be disclosed for employment purposes only. Employment purposes includes direct employer-employee relationships, prospective employer-employee relationships, and screening and interviewing of persons or facilities by those persons contemplating the placement of an individual in a child- or elder-care setting. **Any person who uses the information obtained from the Registry for any purpose other than employment purposes is guilty of a class B misdemeanor.**