

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 19, 2007

MEMORANDUM**What's Inside:**

- Changes to MOAPS letters
- Fee Increase for Fingerprinting on Non-Foster Care License Screens

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: INCREASED FEES FOR CRIMINAL HISTORY CHECKS

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to notify staff of changes in the fees for fingerprint based criminal history checks as a result of Senate Bill 84.

Senate Bill 84 increased the fee for requests for criminal history records based on fingerprints from \$14.00 to \$20.00 effective August 28, 2007. The bill did provide for exceptions for requests required under the provisions of subdivision (6) of section 210.481, RSMo; section 210.487, RSMo; or section 571.101, RSMo. Requests made under these sections, which includes requests for records for the purpose of foster/relative/kinship care licensing, will remain at \$14.00. However, it does not provide for an exception for records requested for the purpose of adoption. Thus, the cost for background checks completed for the purpose of adoption has increased to \$20.00. The fee for respite providers, parents and family members who are not being printed for the purpose of licensure has also increased to \$20.00.

A line of information entitled "Reason Printed" has been added to the electronic scan registration letters for foster, relative, kinship, and adoptive parents and applicants. The reason printed for licensing purposes would be 210.487 RSMo. This code would be utilized for all initial background checks and for license renewals. The reason printed for the purpose of adoption would be 43.540 RSMo. This code would be utilized for all background checks completed as part of an adoptive study. The letters for respite providers and parents do not have the Reason Fingerprinted added as they do not fall under either statute and they are responsible for making their own payment.

The electronic scan letters have been updated and a new letter has been created for adoptive parents. These are now available on your desktop or through e-forms on the Children's Division website. Please dispose of all copies of the old letters you may have and begin using the new letters with the date of this memorandum.

<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 this memorandum with all licensed foster/relative/kinship care providers and adoptive parents.</li> <li>3. Review revised Child Welfare Manual chapters as indicated below.</li> <li>4. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT:</b> Stefanie Wickers 573-751-1354 <a href="mailto:Stefanie.D.Wickers@dss.mo.gov">Stefanie.D.Wickers@dss.mo.gov</a>	<b>UNIT MANAGER:</b> Melody Yancey 573-526-8040 <a href="mailto:Melody.Yancey@dss.mo.gov">Melody.Yancey@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS:</b> Section 6 Chapter 3 Attachment A <a href="#">Guide for Conducting Foster/Kinship Family Assessments</a> Section 6 Chapter 3 Attachment H <a href="#">Guide for Conducting Adoptive Family Assessment Services</a>	
<b>FORMS AND INSTRUCTIONS:</b> CD-26a Letter to Prospective or Current Foster/Relative/Kinship Care Provider CD-26b Letter to Parent CD-26c Letter to Respite Care Provider CD-26d Letter to Prospective or Current Approved Adoptive Parent	
<b>REFERENCE DOCUMENTS and RESOURCES:</b> N/A	
<b>RELATED STATUTE:</b> <a href="#">210.487 RSMo</a> <a href="#">43.540 RSMo</a>	
<b>ADMINISTRATIVE RULE:</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS:</b> N/A	