

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

June 24, 2019

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF  
FROM: DAVID B. KURT, DIRECTOR  
SUBJECT: RESOURCE HOME RENEWAL AND FINGERPRINTING

DISCUSSION:

The purpose of this memorandum is to introduce policy revisions regarding fingerprinting and resource home renewals.

Senate Bill 819, passed during the 2018 legislative session regarding fingerprinting, introduced the Missouri State Highway Patrol's Rap Back program for Children's Division. Rap Back allows for an applicant's fingerprints to be entered in the MSHP and FBI Rap Back database beginning September 1, 2018 one time without the necessity of being printed again for license or approval renewal.

For a resource provider or household member age 17 and older who was printed after September 1, 2018, the following fingerprint-based criminal check FACES data entry is to be followed for license renewal:

If no Rap Back reports were received during the 2 year license/approval period, on the Background Check screen in FACES select the finding/conclusion result, "Results meet eligibility requirements" for the Fingerprint-Based Criminal Background Check. The new date of the fingerprinting results will be the same date as the Family Care Safety Registry check.

If Rap Back reports were received during the 2 year license/approval period, but the report did not include exclusionary information for licensure eligibility, select the finding/conclusion result, "Results require further review to determine if applicant is precluded from licensure". In the comments box document the dates Rap Back reports were received. The new date of the fingerprinting results will be the same date as the Family Care Safety Registry check.

Remember, fingerprint and Rap Back reports shall not be uploaded in FACES.

**NECESSARY ACTION**

1. Review this memorandum with all Children’s Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT**

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**CHILD WELFARE MANUAL REVISIONS**

[Background Checks, Fingerprinting, Section 6 Chapter 19](#)  
[Conducting Resource Home Renewal section 6 chapter 3 Subsection 5](#)

**FORMS AND INSTRUCTIONS**

NA

**REFERENCE DOCUMENTS AND RESOURCES**

[FACES Instructions for Resource Licensing and Resource Approval](#)

**RELATED STATUTE**

[RSMo 210.487](#)  
[RSMo 43.540](#)