

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: DARRELL MISSEY, DIRECTOR

SUBJECT: Fiscal Year 2023 Fingerprint Audit

DISCUSSION:

The purpose of this memorandum is to notify staff of changes to policy resulting from the FBI Fingerprint Audit that the Children's Division underwent in 2023. The FBI has directed Children's Division to cease keeping copies of fingerprint results. Fingerprint results from the Missouri Automated Criminal History System (MACHS) shall no longer be printed or saved electronically. The digital file of results will always be available in MACHS. The Child Welfare Manual Section 6, Chapter 19 has been updated to reflect this change. This finding and any subsequent policy change applies to the Children's Division and all outsourced agencies.

If circuits need to provide Originating Case Agency (OCA) Administrative access to more than one person due to this change then please contact the agency Local Agency Security Officer (LASO) in central office.

The only exception to this change is when a resource licensing applicant requests their fingerprint results for personal or challenge reasons. If the resource licensing applicant provides the CD-244 and requests fingerprint results the local office may print them for the applicant but this only pertains to **local Children's Division offices** (this dissemination must be logged and the applicant must show identification when picking up). Outsourced agencies may not disseminate fingerprint results. If the local office is not able to access the results then they will contact the agency LASO in central office.

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 Melissa Selsor 573-522-1191 Melissa.J.Selsor@dss.mo.gov	MANAGER CONTACT Lauren Masterson 573-290-5674 Lauren.Masterson@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Section 6, Resource Development, Chapter 19 (Background Checks) – DSS Manuals (mo.gov)	
FORMS AND INSTRUCTIONS	
REFERENCE DOCUMENTS AND RESOURCES (List or put N/A if not applicable.)	
RELATED STATUTE (List or put N/A if not applicable.)	