

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 20, 2018

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JULIE LESTER, INTERIM DIRECTOR

SUBJECT: CRIMINAL BACKGROUND CHECKS

DISCUSSION:

The purpose of this memorandum is to introduce a new Chapter in Section 6 Resource Development of the Child Welfare Manual; Chapter 19, Background Checks. The chapter includes policy for required background checks including:

- Fingerprinting
- Rap Back
- Purpose Code X
- MACHS
- Family Care Safety Registry
- Case.net
- Missouri State Highway Patrol Sexual Offender Registry by applicant's address

The intent of this new chapter is to have all the information about criminal background checks for all adults in a resource home in one location.

New legislation, Senate Bill 819, regarding fingerprinting introduces the Missouri State Highway Patrol's Rap Back program. Rap Back allows for an applicant's fingerprints to be entered in the MSHP Rap Back database one time without the necessity of being printed again for license or approval renewal. The Rap Back process is included in the new policy Chapter 19 located in Section 6. The MSHP will be providing Rap Back training. Information regarding the training will be forth coming.

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 Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	MANAGER CONTACT Amy Martin 573-526-8040 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Background Checks, Section 6 Chapter 19	
FORMS AND INSTRUCTIONS NA	
REFERENCE DOCUMENTS AND RESOURCES SB819	
RELATED STATUTE RSMo 210.487	