



North Carolina Department of Health and Human Services
Division of Social Services

Pat McCrory
Governor

Richard O. Brajer
Secretary

Wayne E. Black
Director

September 15, 2015

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

DEAR EXECUTIVE DIRECTOR OF CHILD PLACING AGENCIES

ATTENTION: CHILD WELFARE FOSTER CARE AND ADOPTIONS SUPERVISORS, STAFF AND PRIVATE CHILD PLACING AGENCIES STAFF

SUBJECT: GUIDANCE REGARDING UNCLAIMED FINGERPRINT CLEARANCE RESULTS

The NC Division of Social Services (NC DSS) and the NC Division of Child Development and Early Education (DCDEE) have recently collaborated to identify a significant need for information sharing and clarification regarding the process to obtain a fingerprint clearance letter for foster and adoptive parents. Specifically, DCDEE currently has numerous "unclaimed" fingerprint clearances generated by the State Bureau of Investigation (SBI) and sent to their office where they have not received the corresponding paperwork to direct them where to send a clearance letter. If an agency or county uses Live Scan Electronic Fingerprinting, the Live Scan copies of the fingerprints are sent directly to the SBI. The signed release **must** be sent to the NC Department of Health and Human Services (DHHS), DCDEE Criminal Records Check Unit. Otherwise, there is no mechanism for DHHS, Criminal Records Check Unit staff to know where to send the fingerprint clearance letter once it is received from the SBI. If any step is omitted in the required process (see links below), a fingerprint clearance letter will **not** be returned to the requesting agency.

While the first priority is always to guarantee the safety and well-being of children in prospective foster and adoptive families, it is also important to know that NC DSS pays for each fingerprint based background check that is completed by the SBI and DCDEE. Any fingerprint clearance that is not claimed by an agency or that is duplicated due to a lack of correctly submitted information is an additional cost that could be avoided.

According to 10A NCAC 70E.1116, Criminal history checks for the adoption of a child in the custody of a county department of social services foster parents and any adults 18 years or older that are members of the prospective household must be completed through the DHHS, DCDEE Criminal Records Check Unit. The following steps must be taken in order for the finger print clearance to be obtained in a timely and efficient manner.

1. Furnish the written notice as required by G.S. 131D-10.3A(e).
2. Obtain a signed consent form for a criminal history check and submit the signed consent form to the DHHS, DCDEE Criminal Records Check Unit.

Child Welfare Services

www.ncdhhs.gov • www.ncdhhs.gov/dss

Tel 919-527-6340 • Fax 919-715-6714

Location: McBryde East Building • 820 South Boylan Ave. • Raleigh, NC 27603

Mailing Address: 2406 Mail Service Center • Raleigh, NC 27699-2406

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3. The completed Fingerprint card (FD-258) or Live Scan Release AND bubble sheet (DHHS-001 obtained from DCDEE) are submitted to the DHHS, DCDEE Criminal Records Check Unit. Once an individual's fingerprints have been submitted to the DHHS, DCDEE Criminal Records Check unit, additional fingerprints shall not be required unless the fingerprints submitted are rejected due to not being readable.

If a fingerprint clearance letter has not been received by an agency or county department of social services within four weeks of date of submission, contact the Criminal Records Check Unit; Tamika Conyers who can be reached at (919)527-6623 or call the Criminal Check Unit line at 919 524-6620 to speak with one of the staff.

Further detailed direction about how to obtain fingerprint background clearance is available in Section 1100 of the Child Welfare Policy Manual, the Foster Home Licensing Manual on pages 65-68.
<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-94/man/PDF%20docs/FHLMs1100.pdf>

Other related links:

<https://www.fbi.gov/about-us/cjis/identity-history-summary-checks/fd-258-1>

http://ncchildcare.nc.gov/pdf_forms/crc_checklist_foster_adoption.pdf

http://ncchildcare.nc.gov/pdf_forms/information_for_foster_care.pdf

http://ncchildcare.nc.gov/pdf_forms/general_crc_info_foster_adoption.pdf

Sincerely,

A handwritten signature in blue ink that reads "Kevin Kelley". The signature is written in a cursive style with a large, sweeping initial "K".

Kevin Kelley, MSW
Section Chief, Child Welfare Services