

Policy Communiqué #08-25 Federal Fingerprinting Update

Title: Federal Fingerprinting Update

Date: 12/19/08

Priority: Medium

Category: No Action Required

Action Required: See Next Steps

Response Required: No

Purpose:

The Office of Child Development and Early Learning (OCDEL) is issuing this communiqué to clarify policy pertaining to Federal Fingerprint Results letters that are submitted 31 days or more beyond the date of the CareCheck Appointment letter. This Communiqué also clarifies what CCISs should do if a provider indicates that his/her fingerprints did not scan properly and need to be rescanned through Cogent or manually printed through the State Police.

The fee for Federal fingerprinting has increased to \$36.00. OCDEL made a correction to the attached In-home Provider letter, which was not previously updated with the new fee.

Background:

During the Federal Criminal History Clearances for Relative/Neighbor (R/N) Provider Policy and Procedure training in August 2008, CCISs were instructed to pay back to the date of the Federal Fingerprint Results letter if it is received more than 30 days following the date of the CareCheck Appointment letter.

Policy is being clarified regarding retroactive payments based on the date of the Federal Fingerprint Results letter because some CCISs are reporting that providers may not receive results in a timely manner. CCISs should advise providers that they can request a duplicate results letter from ChildLine free of charge by calling the ChildLine Criminal Verification Unit at (717) 771-1220. The duplicate letter will reflect the date of the original results letter.

Discussion:

R/N providers still have 30 days from the date of the CareCheck Appointment letter to have a face-to-face meeting and submit acceptable Federal fingerprinting results. If after the provider's 30 day time limit the provider produces the original Federal Fingerprint Results letter or a duplicate copy of the original letter issued by ChildLine, the CCIS will need to decide how far back to pay. The CCIS must use the following guidelines:

- If submitted late, as long as the date on the Federal Fingerprinting Results letter is within 30 days of the CareCheck Appointment letter, the CCIS can pay back to when funds were available for Low Income or according to policy for TANF and Former TANF clients.
- If the date of the Federal Fingerprinting Results letter indicates that the provider completed the fingerprint scan more than 30 days following the CareCheck

Appointment letter, the CCIS will pay the provider beginning on the verification date of the ChildLine results letter.

- If a provider meets the 30-day timeline, but through no fault of his/her own, must have a rescan by Cogent or manual printing conducted by the State Police, the CCIS should ask for the letter advising the provider of the need for additional fingerprinting. As long as that letter is dated within 30 days of the CareCheck Appointment letter, the CCIS can pay back to the date funds were available for Low Income or according to policy for TANF and Former TANF clients upon receipt of a final results letter.
- CCISs have reported a few unusual instances ranging from providers that have no fingerprints to providers who “lost” their prints because they registered through the Department of Education. Please contact your Subsidy Coordinator to review this type of unusual circumstance.

OCDEL is developing a “Frequently Asked Questions” document that will address additional questions related to the Federal fingerprinting requirements. This document will be posted when available on the OCDEL Intranet.

Next Steps:

- 1.) Share this communiqué with responsible staff.
- 2.) Process Federal fingerprinting based on this clarification and policy established during the August 2008 Federal Criminal History Clearance training.
- 3.) Check the “In the Spotlight” section on the OCDEL Intranet for the future publication of Frequently Asked Questions.
- 4.) Direct specific cases for policy clarification to your Subsidy Coordinator.
- 5.) Direct questions to your Subsidy Coordinator.