

**From:** Licensing [mailto:DSS\_LICENSING@LISTSERV.COV.VIRGINIA.GOV] **On Behalf Of** Williams, Edwina (VDSS)  
**Sent:** Wednesday, January 17, 2018 3:15 PM  
**To:** DSS\_Licensing  
**Subject:** Revised CRF CPA fingerprinting communication  
**Importance:** High

The attached file is being sent to children's residential facilities and child placing agencies from the Virginia Department of Social Services Email Distribution Service.

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# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**DATE:** January 11, 2018 – resent January 17, 2018

**TO:** Licensed Child Placing Agencies  
LDSS Child Placing Agencies  
Children’s Residential Facilities

**FROM:** Charlene Vincent, Director, Division of Licensing – Children’s Programs

**SUBJECT:** Fingerprint based background checks – Scheduling an appointment and process changes

**UPDATE, 1/17/18:**

Our ‘go live’ date of 1/16/18 has been delayed due to system problems and Fieldprint codes have not been sent out yet. We are working very hard to fix the issues as we know your programs need background checks processed as soon as possible. We will notify you when we have a new ‘go live’ date, which we hope will be very soon.

This memo is to provide you information about how to schedule an appointment for fingerprinting and what to expect if an individual has a criminal record.

The VDSS website, [http://www.dss.virginia.gov/family/children\\_background.cgi](http://www.dss.virginia.gov/family/children_background.cgi), will be updated with the power point that is attached to this memo, about ‘making an appointment’ for a fingerprint check.

**Fingerprinting appointments**

Where does an individual go to be fingerprinted?

Fieldprint is the company DSS is working with to take fingerprints. Individuals must make an appointment online. Fieldprint will not take walk in appointments. There are many locations across the state to choose from. Locations can be found on the Fieldprint website: <https://fieldprintvirginia.com/>. Click on “our locations” for a zip code search. This will give you the address and hours of operation of locations.

What information does an individual need to register for an appointment to be fingerprinted?

To be able to register for a fingerprint appointment individuals must have a Fieldprint code and a facility ID. The Office of Background Investigations will send out Fieldprint codes and facility IDs to providers when it is time to begin fingerprinting, which is expected to be January 16, 2018. Providers should share this information with the individuals required to obtain a fingerprint based background check when they are ready to be fingerprinted.

**\*Note about Fieldprint codes:** These codes are specific to an assigned role. Individuals must make sure you use the correct Fieldprint code when you register. For example, employees must use the employee Fieldprint code. Household members must use the household member Fieldprint code. Foster parents must use the foster Fieldprint code and adoptive parents must use the adopt Fieldprint code.

Individuals will be asked for personal information. This includes social security number, date of birth, current address, out of state addresses (from the past five years), phone number, and email. Make sure to have the information handy before beginning the registration process.

What must be presented at the fingerprinting appointment?

Once registered for an appointment, individuals will receive a confirmation page. Individuals must bring that confirmation to the appointment. The page can be printed or shown on a mobile device. Individuals must also bring two forms of ID. One ID must be a picture ID. A list of appropriate forms of ID can be found on the Fieldprint website and is included on the confirmation page.

How much does it cost for fingerprinting?

VDSS will be billed for the cost of fingerprinting for individuals from Local Department of Social Services homes. Individuals with Children’s Residential Facilities and Licensed Placing Agencies must pay for fingerprinting during the online registration process.

The current costs are:

Employees (Children’s Residential Facilities), potential foster/adoptive parents, birth parents, household members	\$57.00
Volunteers (Children’s Residential Facilities)	\$38.00

**Process Changes**

Providers will no longer receive stamped fingerprint cards. If no criminal history is found or if there are no barrier crime convictions in a criminal history, OBI will email an “eligible” determination letter to the provider.

If an individual has a barrier crime conviction, OBI will email a “not eligible” determination letter to the provider and the individual. If there is not enough information to determine if a person is eligible or not eligible to work with children, OBI will email an “unable to determine” determination letter to the provider and the individual.

If there is a Virginia criminal record, it will be mailed to the provider with a “not eligible” or “unable to determine” letter. No criminal record results will be mailed for individuals that are found eligible.

After two rejections (VA or FBI), a name search will be conducted. The provider will be notified if this happens.

More information can be found in the OBI procedures manuals. There is a procedure manual for Children's Residential Facilities and for Child Placing Agencies. The manuals will be added to the webpage: [http://www.dss.virginia.gov/family/children\\_background.cgi](http://www.dss.virginia.gov/family/children_background.cgi)

If there are questions, please contact your licensing inspector or licensing office.