

**Q&A**  
**DCF FC Licensing Responsible for Foster Family Fingerprints and  
Background Checks**

Q: Who is required to submit fingerprints?

**A: All foster parents and residents of foster homes, including children age 10 and older NOT in the custody of the State of Kansas residing in the home shall be fingerprinted. (See K.A.R. 28-4-805.)**

**Also, new foster parents and potential adoptive parents with applications in process shall be referred to DCF for fingerprinting.**

Q: How will foster parents be notified of this new requirement?

**A: Current foster parents will receive a letter from DCF about the requirement to submit fingerprints, including available locations and dates where fingerprinting will be completed.**

**The child placing agency will be responsible for identifying new foster parents in the approval process or adoptive parents for the purposes of completing this requirement. Their names should be sent to DCF FC Licensing staff to proceed.**

Q: Where will the foster parents need to go to have fingerprints taken?

**A: Fingerprints will be taken at a DCF Service Center or a Child Support Services contractor office nearby.**

Q: What if it is not possible for the foster family to be available for fingerprinting on the scheduled date?

**A: Special arrangements can be made by emailing [DCF.Licensing@ks.gov](mailto:DCF.Licensing@ks.gov) or calling 785-296-8186, although families are strongly encouraged to attend one of the pre-set locations and dates for fingerprinting.**

Q: Will foster parents be required to schedule an appointment to get fingerprints taken?

**A: Yes, unless special arrangements are made. At some locations, walk-ins can be accommodated; foster parents and CPAs will be notified of that availability.**

Q: How will foster parents schedule an appointment to get fingerprints taken?

**A: Foster parents should receive a letter providing information on how to make an appointment on-line for all family members needing fingerprinted.**

Q: Is there a deadline for foster parents/potential adoptive parents to have their fingerprints taken?

**A: All fingerprints should be completed by 12/31/2016.**

Q: What is the cost to foster/adoptive parents?

**A: There are no costs to the foster parents, adoptive parents, or to the child placing agency.**

Q: Who will be taking the fingerprints?

**A: Depending on the location, either KBI or trained DCF staff or contracted employees will take the fingerprints.**

Q: What if foster/adoptive parents do not have their fingerprints taken by 12/31/2016?

**A: The foster home license will be in jeopardy.**

Q: How will DCF Licensing receive the fingerprint results from KBI?

**A: KBI will send the results directly to DCF Licensing.**

Q: How frequently will foster parents need to have fingerprints taken?

**A: A new service is being included which will eliminate any additional fingerprinting, except in the case of a lapse in licensure.**

Q: Can fingerprinting be completed at MAPP classes?

**A: Please send any current MAPP class participants to one of the scheduled dates/times. If families cannot make any of those dates/times, please have them use the email or phone number provided previously to make special arrangements.**

Q: How will child placing agencies be made aware of the fingerprinting results?

**A: DCF Licensing will notify child placing agencies of any resulting information from KBI within 3-5 business days. CPAs will receive a scanned, encrypted copy of the abstract results.**

Q: Will adoptive families who are not foster families have to go through this process?

**A: Adoptive families who are not licensed foster families and who do not plan to become licensed foster families will not have to go through the fingerprinting process. Other DCF Divisions may have additional fingerprinting requirements.**

Q: If a foster parent is in the process of adopting a foster child and that child is 10 or older, should that child be fingerprinted?

**A: Yes, once the child is adopted and out of the custody of the State.**

Q: What is the last date the KBI will process fingerprints sent in by child placing agencies?

**A: 10/21/2016.**

Q: What is the new service called that foster families will be enrolled in?

**A: It is called RapBack, and it provides instant notification to DCF whenever there is an event in someone's background.**

Q: What happens when a foster home closes or never completes the licensing process—how are they removed from RapBack?

**A: KBI will send DCF Licensing a yearly listing we can cross-reference with currently licensed homes, and we can remove closed/unlicensed homes at that time.**

Q: What about new people living in the home or children of the foster parents who turn 10 years old?

**A: Children in the foster home turning age 10 can be fingerprinted at the annual renewal time. New residents/family members in the home age 10 or older need to be fingerprinted as soon as they move in. The background check form needs to be sent to DCF Licensing as soon as a child turns 10 and as soon as a new resident/family member is in the home.**

Q: What if a set of fingerprints is illegible or unreadable?

**A: DCF will notify the family and the child placing agency if fingerprints need to be retaken.**

Q: Who will be notified at the child placing agencies of any problems, results, etc.?

**A: DCF will have each child placing agency establish a point of contact.**

Q: Who at DCF will be able to see fingerprint results?

**A: The DCF Licensing Division will be the only receivers of fingerprint information.**

Q: What will DCF Licensing share with the child placing agencies?

**A: DCF Licensing will share all results on the fingerprint abstract reports received from KBI and the RapBack information we receive.**

Q: Will the Q&A information be posted on the Foster Care Licensing section of the DCF website?

**A: We hope to have this information posted soon.**

Q: How will child placing agencies submit complete applications to DCF Licensing without fingerprint results?

**A: Child placing agencies will be notified when the results are received by DCF Licensing; the applications will be processed at that time.**

Q: Will the Application Checklist be revised on the DCF Licensing website?

**A: Yes.**