

Fingerprint Clearance Process for Potential Foster Parents Frequently Asked Questions

Questions	Answers
Does this process apply to adoptive parent applications as well? Do we still need fingerprints in order to claim adoption assistance?	At this time, the new foster fingerprint process does not apply to adoptive parent fingerprints. Agencies are required to have adoptive fingerprints to claim adoption assistance.
If one parent does not meet requirements but the other does - home cannot be licensed?	Both applicants must meet licensing requirements.
If another adult household member does not meet requirements, then home cannot be licensed?	All household members must meet licensing requirements
If an applicant doesn't meet the criteria and submits as appeal to request a full background check from SBI/FBI, then provides it to the licensing agency. Is the next step for the agency to staff the case, agree to move forward, and complete the full licensing packet? Then is it sufficient to just include a letter of support from the director, or is a detailed explanation of criminal history required as well?	<p>Under the new foster fingerprint process, applicants receive a letter stating either Record found, or Record Not found from the Division of Child Development and Early Education, (DCDEE) Criminal Background Check Unit. If the record is found, the applicant will need to get a copy of the criminal record from SBI and FBI.</p> <p>Once the applicant receives a copy of both the FBI and SBI criminal history, the applicant will need to provide results to the supervising agency. Applicants and supervising agencies will determine if they will move forward and submit to Regulatory and Licensing. When submitting to Regulatory and Licensing, the letter from DCDEE, that states a Record was Found must be included with the SBI criminal check, FBI criminal check, explanation of criminal history, letter of agency director support, and the complete licensing packet.</p>
Are licensing agencies still having foster parents fill out bubble sheets and mail out fingerprints?	<p>Applicants must complete fingerprints along with bubble sheets and submit them to the supervising agency. Supervising agency submits the electronic fingerprint submission form or ink card along with the bubble sheet to:</p> <p>CBC UNIT FOSTER/ADOPTION 2201 MAIL SERVICE CENTER RALEIGH, NC 27699</p>
If we have a family complete fingerprint and our agency has submitted the paperwork prior to 2/3/2025, is it ok to continue under the old process if the approval is not dated until after 2/3/2025?	Yes, however, if results are processed after 2/3/2025 it will be under the new foster fingerprint process.
What are the effective dates for all these changes?	2/3/2025
Do we still submit forms to DCDEE?	Agencies submit the electronic fingerprint forms or ink card along with the bubble sheet to DCDEE. DCDEE mails the Record Found or Record Not Found to the applicant.

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<p>Would an applicant who has misdemeanor charges for worthless checks receive a positive criminal history letter?</p>	<p>The applicant would receive a positive criminal history letter stating that a Record was Found.</p>
<p>Is it currently an average of 30 days to obtain results and a criminal history letter to be generated?</p>	<p>Currently, 30 days for turn around.</p>
<p>Please clarify that agencies will NOT receive either negative or positive clearance letters. The applicant receives both - and are they responsible for submitting it to the agency? The Agency receives a letter from DCDEE? Agency will then receive a letter from the State saying they were not able to be licensed or receive the license?</p>	<p>Applicants receive the letter from DCDEE stating Positive "Record Found" Negative "Record Not Found". The applicant is responsible for submitting to the supervising agency. Once Regulatory and Licensing receives a complete licensure application, determination will be made to license the applicants. If the applicants meet qualifications to be licensed foster parents, the applications will receive a letter from Regulatory and Licensing stating meets the criteria to be foster parents. The supervising agency will receive a copy of the foster parent license. If the applicant does not meet the criteria to be licensed the applicant will receive a letter from Regulatory and Licensing with instructions on how to appeal the decision.</p>
<p>If applicant receives a positive do the directions walk them through how they reach out to SBI/FBI? Does it also give details of what needs to be provided? Also, what is the time frame of the review? Is there a time frame to submit a request for review?</p>	<p>The letter from DCDEE will provide the appropriate steps for applicants for the Right to Review process for SBI and FBI Identity Summary Check</p>
<p>Are licensed foster parents required to complete the fingerprints every two years?</p>	<p>Only if there is a lapse in the family's foster home license for a year or more.</p>
<p>If a negative criminal history, the supervising agency reviews criminal history - what is to be reviewed by the agency?</p>	<p>With a "Negative Record Not Found", or "no criminal history found", the agency would review any charges such as speeding etc., charges/convictions found when completing the local criminal background check.</p>
<p>Do positive histories only apply to convictions or will it also include charges pending?</p>	<p>Any charges pending will show as positive history "Record Found"</p>
<p>Does this process apply to group homes as well? Are there any differences? Does this replace ABCMS?</p>	<p>This process only applies to foster parents' fingerprints</p>
<p>What information would the fingerprint check find that the criminal record/RIL did not find?</p>	<p>The fingerprint check is nationwide. The criminal record check is a local check. The fingerprint check will find criminal convictions in other counties and other states. Also, Responsible Individual List (RIL) is a listing for abuse or severe neglect. RIL does not provide criminal history of the applicant.</p>
<p>Is it correct that if an applicant has a DUI on their record regardless of time frame, they are ineligible to be licensed, or is this something the agency can still submit an agency director letter for?</p>	<p>This would show up as "criminal history found" and the applicant must get a copy of the SBI and FBI criminal history. The SBI and FBI criminal history would be submitted to Regulatory and Licensing along with the agency director's letter of support.</p>

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Does this new process also apply to Foster Care staff such as Social Workers?	This process only applies to foster parent fingerprints
Is there a period of time that will be required for agencies to make it mandatory for foster parents or can we continue to use the existing fingerprint clearance letter which we have on file for that parent?	SBI and FBI criminal records are valid for 180 days for purpose of foster home licensing. Letters from DCDEE stating no criminal history found are valid for 180 days for the purpose of foster home licensing.
If a foster parent transfers to another agency, or their foster care license expires, will it be required of them to get new fingerprints completed, if it has been one to two years since the license expiration dates?	Yes
Why are we making this change? This is going to make it harder and harder for us to find foster parents!	After meeting with our federal partners, it was determined that we had to update our foster fingerprint process to be in compliance with federal law.
What about kinship placements that have criminal history?	Exceptions cannot be made for criminal histories that violate Foster Home licensing Admin Rule.
What if we know what the charges are because we run BIB - do the applicants still have to do the review process?	Yes
We will still do all other background checks correct?	All criminal background checks must be completed. Local, Public safety offender, sex offender, and health care registry
Will the agency need to obtain the "negative criminal history" letter for our records for future audit?	Yes
The negative criminal history replaces "meets criteria" letter?	No, applicant will receive a meets criteria letter once the license is approved