PROTECTION AND PERMANENCY MEMORANDUM 24-04

TO: Service Region Administrators
    Service Region Administrator Associates
    Service Region Clinical Associates
    Regional Program Specialists
    Family Services Office Supervisors

FROM: Kelli Root, Assistant Director
    Division of Protection and Permanency

DATE: February 23, 2024

SUBJECT: SOP 12.4 and Exception for Fingerprints Memo

The purpose of this memorandum is to provide clarification for SOP 12.4 Background Checks for Foster and Adoptive Parents.

If an individual is fingerprinted twice with failed attempts, a name-based check will be completed. Multiple failed attempts may occur with individuals who are elderly or work in professions where their fingerprints are diminished. In situations where household members of the applicant are bedridden, homebound, or medically unable to appear for fingerprints, the region will consult with the Out-of-Home Care (OOHC) Branch for an exception. The region will complete an Exception for Fingerprints Memo. The region will send the signed memo and the DPP 157 Child Abuse and Neglect Check to the Division of Administration and Financial Management (DAFM) Records Management Section for all adult household members who are unable to fingerprint. The DPP 157 must be completed annually for any adolescent and any adult household member that has a fingerprint exception.

If you have questions regarding this memorandum, please contact:
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