

MEMORANDUM

TO: LRCFs, LERCFs, and Child Placing Agencies

FROM: Children's Division Background Screening Unit

DATE: March 16, 2022

SUBJECT: End of Phase-in period for DSS Background Screenings

This memorandum is a reminder to all LRCFs, LERCFs, and Child Placing Agencies that all background checks required under §210.493 RSMo and 13 CSR 35-71.015 must be completed by March 31, 2022, unless the facility or agency receives an extension **PRIOR TO** the deadline.

Under 13 CSR 35-71.015 (4) (A), the "Division may extend the deadline for any individual LRCF, LERCF, and Child Placing Agency, due to any unusual, compelling, and extenuating circumstances beyond the control of the LRCF, LERCF, or Child Placing Agency." Extension requests must be in writing and must explain why an extension is necessary.

If your facility or agency currently has applicants pending the completion of a DSS background check, please request a time-limited extension for your organization before March 31, 2022.

Please note the following important information:

- Any applicant who does not complete the background check process by the deadline shall be ineligible for employment or service with the LRCF, LERCF, or Child Placing Agency until the DSS background check process is successfully completed.
- Any applicant who begins employment or service after the phase-in period must complete the background check process prior to beginning employment or services with a LRCF, LERCF, or Child Placing Agency **UNLESS** the organization has received an extension from DSS.
- Requests for extensions of the phase-in period may be submitted to your licensing consultant (if applicable) or to CD.Screen@dss.mo.gov.

