

# MANUAL TRANSMITTAL

**Arkansas Department of Human Services**  
Division of Children and Family Services

Policy    Form    Policy Directive  
Service Programs Policy Manual

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**From: Pat Page, DCFS Director**

**Subj: Executive Directive:** Alternative Procedures for Complying with the Requirement for Fingerprint-Based Record Checks with the Federal Bureau of Investigation

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This Executive Directive explains revisions to Policies VI-A, VII-A, VIII-G and Procedures VII-A1, VI-A1, VIII-G2, VIII-F1, and VIII-F2.

DCFS requires that all prospective foster parents, relative foster parents, and relative and non-relative adoptive parents complete a fingerprint-based record check with the Federal Bureau of Investigation (FBI). All members of their households, age sixteen years and older, excluding children in foster care, must complete the FBI checks.

In limited, case-specific situations, the FSW may not be able to obtain a fingerprint-based check because of:

- 1) An individual's disability, including the lack of fingers, or
- 2) Illegible prints due to low quality fingerprints as a result of age, occupation or otherwise.

Alternative background check procedures shall be followed only in the case of the situations described above.

## Alternative Procedures

### A. Inability to obtain fingerprints due to a physical disability:

1. The FSW will submit documentation to the Assistant Director of Community Services or his designees sufficient to explain that the individual has a disability which prevents fingerprinting or that the individual does not have fingers.
2. The Assistant Director or his designee will provide to the FSW, within two working days, notice of approval or denial to conduct a name-based check of the NCID.
3. The FSW will obtain a name-based check of the NCID.

### B. Inability to obtain fingerprints due to low quality fingerprints:

1. The FSW will obtain documentation that the NCID has rejected the fingerprints. The reason for rejection must be that the individual has low quality fingerprints.
2. The FSW will obtain a name-based check of the NCID.

This alternative procedure is for use only in limited, case specific situations. It is not acceptable to use an alternative background check process when fingerprint impressions are of low quality due to the lack of technological capacity or use of improper fingerprinting techniques.

**THIS EXECUTIVE DIRECTIVE IS EFFECTIVE IMMEDIATELY.**  
**Submit Inquiries to: DCFS Policy Unit, Phone 501- 682-8750**