



Office of Children and Family Services

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Informational Letter

Transmittal:	17-OCFS-INF-05
To:	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies (or other specific types of agencies)
Issuing Division/Office:	Administration – Bureau of Financial Operations
Date:	July 5, 2017
Subject:	Changes to the OCFS-4930ASFA Request for NYS Fingerprinting Services Form for Foster Care and Adoption
Suggested Distribution:	Directors of Social Services Child Protective Services Supervisors Foster Care Supervisors Adoption Supervisors Homefinding Supervisors Staff Development Coordinators CONNECTIONS Implementation Coordinators
Contact Person(s):	Any questions concerning this release should be directed to the Criminal History Review Unit at (518) 473-8595 or ocfs.sm.chru.mailbox@ocfs.ny.gov .
Attachments:	Attachment 1: OCFS-4930ASFA Request for NYS Fingerprinting Services

Filing References, if applicable (*check on these –be sure that are correct and there are no typos*)

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
16-OCFS-ADM-20		18 NYCRR Parts 421and 443	SSL 378-a (2)		

I. Purpose

The purpose of this Informational Letter (INF) is to inform local departments of social services (LDSSs) and voluntary authorized agencies (VAs) of changes to the OCFS-4930ASFA *Request for NYS Fingerprinting Services* form. The form changes are necessary because the fingerprint vendor, IdentoGO, is updating its scheduling website to offer a more user friendly experience; and a service code will replace the current Originating Agency Identification Number (ORI) and job or license type combination that applicants have used when scheduling. The new service code must be used when scheduling an appointment to ensure that the foster care and adoption fingerprint applicants are scheduling for the correct program area. The new service code and form can be used immediately.

II. Background

Since October 9, 2009, the New York State Division of Criminal Justice Services (DCJS) has contracted with MorphoTrust USA, which is also identified as IdentoGO, to provide electronic fingerprint processing services on a statewide basis for all individuals whose criminal history background must be checked. All foster and adoptive parent applicants, and all other household members over the age of 18 are directed to a contractor website to schedule an appointment for the purpose of taking fingerprints using a digitized method called Live Scan.

III. Program Implications

The use of Live Scan technology has reduced the rejection rate of fingerprints and the need to recall applicants or other adult household members to retake fingerprints. This process has helped LDSSs and VAs receive the results sooner and for the LDSSs to claim federal funds for eligible foster homes in a timely manner.

LDSSs and VAs are reminded that federal Title IV-E funding is not available for an otherwise Title IV-E-eligible foster child unless and until the foster home is fully certified or fully approved. A foster home cannot be fully certified or fully approved until the criminal history background check has been completed.

The newly designed IdentoGO website will facilitate the on-line scheduling services. As a part of the new design, IdentoGO has established a service code that replaces the Office of Children and Family Services (OCFS) ORI and job or service type code information for which the applicant is having fingerprints taken. The service code for foster care or adoption applicants and for other adult household members is **1543Z1**. The new service code must be used when scheduling an appointment through the website or the call center. Otherwise, the fingerprint applicant will not be able to schedule an appointment and delays will occur in approving or certifying a home.

Fingerprint applicants can access the Identogo website by using the following link: <https://uenroll.identogo.com/workflows/1543Z1>. This link and the service code number for a foster and adoptive parent applicants are listed in the OCFS-4930ASFA. The enrollment screens should be completed with the identifying information requested on the OCFS-4930ASFA form. If the fingerprint applicant prefers to schedule by phone, the Identogo Call Center number is: 877-472-6915. When speaking to the call center associate, the applicant should provide the service code number **1543Z1**.

IV. Contacts

For questions or clarification, please call the OCFS Criminal History Review Unit at 518-473-8595, or send an email to ocfs.sm.chru.mailbox@ocfs.ny.gov.

/s/ Derek J. Holtzclaw

Issued By:

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