



Lorain County Children Services

226 Middle Avenue, Elyria, Ohio 44035 • (440) 329-5340 • Fax (440) 329-5378

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LORAIN COUNTY CHILDREN SERVICES FINGERPRINTING POLICY

As a perspective foster or adoptive family, you are required to provide a set of impressions of your fingerprints and that a criminal records check must be conducted prior to recommending a person for licensing and satisfactorily completed. This helps us ensure, to the best of our ability, that the children in our care are placed in a safe environment.

Rules governing the licensing of foster homes and the approvals of adoptive homes prohibit individuals convicted of crimes against children, sex offenses, some drug offenses, and felonies from being approved.

Applicants' police files from local Municipal Police Departments are presently reviewed during the approval and licensing process. Many of our applicants are from neighboring counties or have moved to this area from other cities. Fingerprinting enables the Department to better screen all applicants according to State rules. Any person who resides in the home and is 18 years and older will be required to have both BCII and an FBI fingerprint checks. All fees charged by the Bureau of Criminal Identification/FBI for the processing of fingerprints will be paid for by Lorain County Children Services.

PROCEDURE

As part of the foster care or adoption application process, each adult member of the household (18 years and older) must be fingerprinted. This process is conducted by Family Based Care Department. A member of this department will be available during the ongoing Pre-Service Training. You may also call 329-5340 to schedule an appointment during the business hours of Monday - Friday, 8:30 to 4:30 (evening or weekend hours available under some circumstances).

The fingerprints are transmitted through the Internet or sent via mail to the Ohio Bureau of Criminal Investigation and FBI where they are checked for a criminal record. A report and the fingerprints are returned to the agency along with information on all criminal activity. This report is filed in the agencies home study record to show compliance with the State requirements. The social worker assigned to your home study will discuss with you all information received from the criminal background check.

CONFIDENTIALITY

Any information provided to the agency will be treated with complete confidentiality and is used only for home study purposes.

Federal law prohibits the passing of information received from fingerprinting for any reason other than the one intended. The Department of Children Services can receive the criminal history information, but we are forbidden to share the contents of that record for anything other than the purpose of completing a home study.

Effective Date: 12/06

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