

**How will a child-care worker be notified when background information is released?**

A child-care worker will be notified by mail each time the registry receives a request for information on his or her background. The notification will list the name and address of the person making the request and the background information that was released.

**What if a child-care worker does not agree with the results of the background check?**

A child-care worker has the right to appeal whether the background information was correctly transferred to the registry. An appeal needs to be filed in writing to the address below within 30 days of receiving the background check results in the mail.

**Where can a child-care worker get a registration form or additional information?**

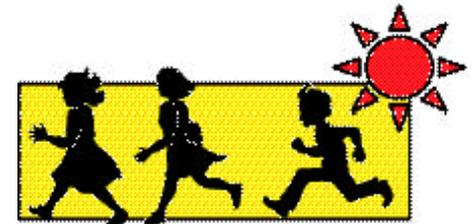
Family Care Safety Registry  
912 Wildwood, P.O. Box 570  
Jefferson City, MO 65102-0570  
Toll-Free: 866/422-6872  
Fax: 573/522-6981  
Web Site: [www.health.state.mo.us/FCSR](http://www.health.state.mo.us/FCSR)



Alternate forms of this publication for persons with disabilities may be obtained by contacting the Missouri Department of Health (listed above).  
Hearing impaired citizens telephone  
1-800-735-2966.

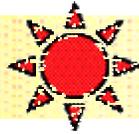
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION  
EMPLOYER  
Services provided on a nondiscriminatory basis. 12/00

# Missouri's Family Care Safety Registry



## Information for Child-Care Workers

# Questions and Answers



## What is the Family Care Safety Registry?

Missouri's Family Care Safety Registry was established by law to promote family and community safety. The registry helps to protect children and the elderly in this state by providing access to background information on registered child-care and elder-care workers and licensure information on licensed providers through:

- State criminal background records maintained by the Missouri State Highway Patrol
- Child abuse/neglect records maintained by the Division of Family Services
- The Employee Disqualification List maintained by the Division of Aging
- Child-care facility licensing records maintained by the Department of Health
- Foster parent, residential care facility and child placing agency licensing records maintained by the Division of Family Services
- Residential living facility and nursing home licensing records, maintained by the Division of Aging

## Which child-care workers must register?

Any person hired as a child-care worker on or after January 1, 2001, is required to register within 15 days of the beginning of employment. A person will only need to register one time.

A child-care worker who fails to register may be guilty of a class B misdemeanor.

## How does a child-care worker register?

A child-care worker may register by submitting a completed Child-Care Worker Registration Form, a photocopy of his or her social security card and a \$5.00 registration fee to:

Missouri Department of Health  
Fee Receipts Unit  
P.O. Box 570  
Jefferson City, MO 65102

## Who can request background information from the registry?

Any person planning to hire an individual to work with children or the elderly can request and receive information on a registrant's background.

## What information will be given out on a child-care worker?

The registry will only release information on registered child-care workers to persons calling for employment purposes. Upon receiving an inquiry, the registry staff will first verify that the person in question is registered in the Family Care Safety Registry. If the person is registered, the caller will then be told whether the person's name appears in any of the background checks and, if so, which one(s).

Specific information will only be given out after the registry has received a signed request from the caller.

