**BCI&I and FBI Criminal Records Check Guidelines for Fingerprinting**

As per OAC 5101:2-7-02 and OAC 5101:2-5-09.1 a criminal records check shall be conducted by the Bureau of Criminal Identification and Investigation (BCI&I) and satisfactorily completed for any person seeking certification as a foster caregiver. Foster Parents and each adult household member must complete criminal records checks with fingerprinting through BCI&I to also include the Federal Bureau of Investigation (FBI) check. Fingerprinting must be completed within one year of initial licensing for new foster parents (and any adult household member) then every two years thereafter. The agency shall request the conducting of a criminal records check pursuant to section [**2151.86**](http://codes.ohio.gov/orc/2151.86) of the Revised Code.  Focus on Youth contracts with various county agencies to provide services to children in custody. Specific contracts require Focus on Youth staff, interns, direct volunteers, respite care and alternative care providers complete criminal records checks with fingerprinting through BCII, including the FBI check, annually.

**FEES FOR BCI&I / FBI Fingerprinted Criminal Records Background Checks**

The fee for fingerprinting varies agency by agency. Typical costs may be $60.00 to $80.00 per person for both BCI&I and FBI. Focus on Youth began fingerprinting for agency purposes in February 2013. The fee for fingerprinting will be $50.00 per person and will cover the BCI&I and the FBI criminal records checks. **Focus on Youth accepts credit and debit cards, cash (exact change only), or checks for service payments.**

Foster parents, new applicants, volunteers and respite / alternative care providers may choose whether to use Focus on Youth or other sources to complete the background checks, however, **all results MUST be mailed from BCI&I directly to Focus on Youth or the background check can NOT be accepted by Focus on Youth.** All background checks must be completed using reason code: [**2151.86**](http://codes.ohio.gov/orc/2151.86) Out of Home Child Care (Foster Parents, Adoptive Parents and all individuals 18 and over residing in home, and Children’s Hospitals).

**FEES FOR NEW FOSTER PARENT APPLICANTS**

Fees for initial foster parent certification BCI&I / FBI checks will be due and payable by the foster parent applicant(s). Per OAC, unless the fee is paid, the person will not be considered by Focus on Youth for certification as a foster caregiver.

Once the applicant has completed all pre-placement training; completes the homestudy process; receives the foster care license and accepts a child into the foster home for foster care placement, the applicant may request a refund of the fingerprinting fee from FOY for the licensed foster parent(s) only, up to $50.00 per foster parent. FOY does not reimburse for adult household members. **A receipt must be presented for reimbursement regardless of where the fingerprinting occurred.**

**RECERTIFICATIONS**

Foster Parents and each adult household member in a licensed home will be required to undergo additional BCI&I / FBI criminal record checks **every 2 years** after the initial certification. Focus on Youth will again reimburse each foster parent for the BCI&I / FBI criminal records check if the foster parents have had placements in their home for the previous recertification period or as soon as a placement is made after the recertification. The foster parent may request a reimbursement of up to $50.00 per foster parent only. FOY does not reimburse for adult household members.

**FEES FOR ALTERNATIVE CARE / RESPITE CARE PROVIDERS/ ADULT HOUSEHOLD MEMBERS / VOLUNTEERS**

Alternative care providers, respite care providers, adult household members of providers, and direct volunteers will be required to undergo BCI&I / FBI criminal records checks **every year** and may be fingerprinted at FOY for $50.00 per person. However, FOY cannot reimburse or cover this expense.

If you have any questions or would like to make an appointment for a criminal record check, please contact:

**Focus on Youth, Inc.**

**(513) 644-1030**

[**www.focusonyouth.com**](http://www.focusonyouth.com/)