

**Section: Family and Children's**  
**Subject: Alternate Care – Finger Printing**

**Title: Adam Walsh Act for Foster Parents**

**I. PURPOSE:**

To establish a process and procedure to ensure that all new foster parent applicants complete the finger printing requirements as outlined in the Adam Walsh Protection Act and to ensure that the results of the fingerprints are maintained properly.

**II. APPLICABILITY:**

Applies to new foster care applicants effective 1/1/2008 or to existing foster homes where there is a lapse in the foster care license after 1/1/2008.

**III. DEFINITIONS:**

**IV. POLICY/PROCEDURE:**

- Staff having access to FBI finger print results will have submitted finger prints and have NCIC clearance.
- New foster care applicants will be given the finger print cards along with instructions as to where the finger prints can be obtained.
- New foster care applicants will sign an authorization form for release of information of FBI information.
- LaCrosse county staff will submit completed finger print cards to Crime Information Bureau PO Box 2688 Madison WI 53701-2688.
- The physical copy of the finger print results, the signed authorization form and dissemination log will be filed in a locked file cabinet in the supervisor's office.
- A dissemination log will be attached to each results page, persons having access to the results are required to sign and date the log.
- Finger print results, authorization form and dissemination log will be destroyed (shredded/burned) consistent with our foster care record retention policy i.e. 2 years after an applicant withdraws his/her application, or 4 years after a licensed home ends the license.

**V. METHOD OF REVIEW:**

EFFECTIVE: 1/1/2008

REVISED: 9/16/2008

APPROVED: KEITH KELLER 1/1/2008