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1. GENERAL

1.1 Purpose. This procedure implements the Federal Personnel Regulations which contain basic requirements of the Office of Personnel Management (OPM) for investigating and adjudicating suitability for employment or continued employment in the Competitive Service and the Departmental regulations including both the Competitive and Excepted Services. Because of the high public trust placed in these employees, applicants for employment or current employees in positions which have regular contact with or control over children are subject to background investigations into their character, reputation, trustworthiness, and fitness in order to determine their suitability for appointment or retention.

1.2 Background. The increasing reports of child abuse cases necessitate vigilance in the appointment and continued employment of all education and education support staff employees, Social Services employees, and other employees who have responsibility for the education and care of children, or have regular contact with and control over children. Consequently, the Bureau has taken steps to ensure that the children entrusted to it receive the highest quality care through more conscientious discretion in the employment and retention of employees who are to carry out child care responsibilities.

A. The sensitivity level has been upgraded from Nonsensitive to Noncritical-sensitive for all positions which have regular contact with or control over children in the Office of Indian Education Programs, positions in the Division of Social Services, and other support services positions.

B. The type of background investigation is also upgraded to a more extensive one, both in terms of scope and depth, for initial employment and for periodic reinvestigations every five (5) years for continued employment.

1.3 Scope. This subchapter outlines the procedures required for the Bureau to implement the BIA Eagle Investigations Program to ensure that the employment and continued employment of each person promotes the efficiency of the service.

1.4 Office of Personnel Management's Role. The Office of Personnel Management - Federal Investigations Processing Center (OPM-FIPC) shall conduct the National Agency Check and Inquiries (NACI) on a priority basis for these positions. The NACI consists of a National Agency Check (NAC), which includes searches of the OPM Security Investigations Index (SII); FBI Identification Division, FBI Headquarters investigation files; Defense Central Index of Investigation (DCII); written inquiries; and record searches covering

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specific areas of a subject's background during the past five years. OPM agreed to conduct additional coverage which includes credit searches and inquiries to human service agencies. Office of Federal Investigations (OFI) shall send written inquiries to the human services agency in each state where the person had significant activity. Please note that two states, Minnesota and Missouri, and possibly others have unique requirements.

1.5 Positions Designated as Noncritical-Sensitive. The following positions are designated as Noncritical-sensitive:

A. All education positions (Status Quo and P.L. 95-561) including:

- (1) Professional and administrative staff (superintendents, principals).
- (2) Academic staff (teachers, speech pathologists, substitute teachers, counselors).
- (3) Academic/support staff (educational aides/technicians, recreation assistants).
- (4) Dormitory/domestic staff (homeliving specialist/assistant, night attendants).

B. Education support services staff (school bus drivers, school cooks, clerks, school custodial workers, business managers/technicians, registrars).

C. All social workers, GS-185; social service representatives, GS-187; and social service aid/assistant, GS-186.

D. Other Bureau employees who may be designated as having regular contact with, or control over, children.

1.6 Periodic Reinvestigation. Employees holding a position which requires regular contact with or control over children shall be subject to periodic reinvestigations (consisting of a National Agency Check and Inquiries plus Credit Search - NACIC) 5 years after placement and at least once each succeeding 5 years during the tenure of employment with the Bureau. The Bureau/Area Security Office shall:

A. Establish a system to ensure that each employee occupying a sensitive designated position is periodically reinvestigated.

B. Issue a written request and instructions to each employee to complete the investigative form five years from the date of the investigation or reinvestigations.

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C. Be responsible for reviewing all the forms to ensure that they are accurately complete before submission to OPM-FIPC, Boyers, PA.

1.7 Responsibilities. The following describes the BIA EAGLE Investigations responsibilities at each organizational level of the Bureau.

A. The Assistant Secretary - Indian Affairs has the overall responsibility for the Bureau's program concerning the BIA EAGLE Investigations Program.

B. The Deputy to the Assistant Secretary - Indian Affairs (Operations) is responsible for operational support and services to implement the program.

C. The Director, Office of Administration, is responsible for providing overall guidance and direction to the BIA EAGLE Investigations Program.

D. The Chief, Division of Law Enforcement, as Bureau Security Officer, shall ensure that the review and adjudication of investigations on applicants for employment and current employees for continued employment are carried out, and shall issue written clearances for appointments or retention of employees.

E. The Chief, Division of Personnel Management, is responsible for implementing and administering the procedures to assure that suitability adjudication or resultant adverse actions for all designated positions are completed in accordance with applicable regulations and procedures.

F. The Area Servicing Personnel Office is responsible for the day-to-day operations of the BIA EAGLE Investigations Program.

G. The Bureau and Office of Indian Education Programs (OIEP) central office, area and agency offices are responsible for implementing the pre-appointment investigative requirements.

H. It is the responsibility of all Bureau managers to implement and enforce the BIA EAGLE Investigations Program to assure parents that the Bureau is taking precautionary measures to screen out potential or actual child abusers from all prospective applicants and current employees. It is the Bureau policy that failure to comply with the procedures shall result in severe disciplinary action ranging from suspension up to and including removal from position.

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2. BIA EAGLE INVESTIGATIONS

2.1 Investigation Procedures. The usual appointment process for the positions identified in section 1.5 is modified to implement the following preemployment investigative requirements. Prospective employees shall be informed that the appointment is subject to satisfactory completion of the preemployment investigation inquiries as well as the satisfactory completion of the post-employment investigation. An unfavorable report as a result of the preemployment inquiry shall be grounds for non-selection, and an unfavorable report as a result of the post-employment investigations shall be grounds for separation from employment.

A. Education Office/Servicing Personnel Office (SPO).

Either the Education Office (for education positions) or the Servicing Personnel Office (for non-education positions), shall issue vacancy announcements that shall clearly state the sensitivity level of the positions and shall indicate that the employment is subject to satisfactory completion of the background investigations. The SF 86, Questionnaire for Sensitive Positions, and the SF 87, Fingerprint Chart, shall be sent to the tentative selectees for completion. These offices shall also provide the necessary assistance for completing the forms, including fingerprinting.

B. Applicants. Applicants shall submit the SF 86, Questionnaire for Sensitive Positions, and the SF 87, Fingerprint Chart, to the employing Education Office or Servicing Personnel Office within 14 calendar days after notification of tentative selection.

C. Selecting Official. The selecting official shall:

(1) Conduct telephone reference inquiries (only on the applicant tentatively selected) prior to making a final commitment. The inquiries shall include three former employers and three personal references. If there are fewer than three employers, all listed employers shall be checked, and other alternative checks shall be made, e.g., high school/college teachers/counselors.

(2) Use the required Questionnaire for Selecting Officials (Illustration 1) developed for this purpose. Its questions are designed to assist selecting officials in identifying unsatisfactory applicants without compromising the source. The selecting officials shall ask the prepared questions and shall ask the contact to answer the questions as fully as possible.

(3) Document results and record the date of the telephone checks and the name and title of the person interviewed. The name and title of the person conducting the interview shall also be documented.

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(a) If the results are satisfactory, the selecting official shall submit the appointment documents and the investigative forms to the Servicing Personnel Office. The SOI Designated Caller shall make a Security Investigations Index Check, or

(b) If there are unsatisfactory results, the applicant shall be determined unsuitable for employment. The selecting official shall notify the applicant that the selection is not approved.

(c) If allegations of child abuse or neglect are made, the selecting official shall notify the local law enforcement office. If convictions of child abuse or neglect are discovered, such information shall be provided to the Central Registry in the Division of Law Enforcement Services, Washington, D.C..

(4) Be administratively accountable for submitting a selection without conducting and documenting the preemployment inquiries.

D. Servicing Personnel Officer. The Servicing Personnel Officer shall identify the Area Security Officer who shall be authorized to provide, request, and receive results, data, or information from OPM-FIPC. Designated names shall be provided to the Bureau Security Office (Division of Law Enforcement Services) for forwarding to the Office of Personnel Management. Designated employees shall be the only authorized employees to receive information telephonically from the Office of Personnel Management. Designated employees shall be assigned a Security Office Identifier (SOI) number, the sensitivity level of their position is upgraded to Noncritical-sensitive, and they shall be subject to the appropriate background investigation.

E. Area Security Officer Identified as Designated Caller (SOI Caller). The Area Security Officer, identified as designated SOI Caller, shall, upon receipt of a tentative selection for a position requiring a Security Investigations Index (SII) Check, telephone the Office of Personnel Management - Federal Investigations Processing Center (OPM-FIPC), Boyers, PA (Commercial number: AC (412) 794-5228).

Note: The SOI Caller may make requests for a maximum of 25 names per call.

(1) The Area Security Officer shall:

(a) Ensure that the selecting official has completed and documented the necessary telephone inquiries to previous employers and to personal references.

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(b) Ensure that 15 years of information has been provided on the SF 86, Questionnaire for Sensitive Positions.

(c) Request additional investigative coverage on the SF 86 for the human services agency check and attach the name and address of each state human services agency to be contacted where the applicant had significant activity.

(d) Assure that tentative selection without proper documentation shall be returned to the selecting official without action.

(2) The Area Security Officer shall also request a preemployment SII Check and provide the OPM-FIPC liaison with the following information:

- Number.
- (a) The Security Office Identifier (SOI)
- (b) The agency's name.
- (c) The SOI Caller's name.
- (SSN).
- (d) The SOI Caller's Social Security Number
- (e) The applicant's name.
- (f) The applicant's SSN.
- (DOB).
- (g) The applicants date and place of birth

(3) The reply from OPM shall be RECORD or NO RECORD.

- file.
- (a) NO RECORD means there is no record in OPM's
- (b) RECORD means there is a record in OPM's File. Upon receiving this answer, the SOI Caller shall ask, "Is there an investigative file?"

(4) If the applicant has an investigative file, as a result of a SII Check, the SOI Caller is to request that OPM send the file to the Bureau Security Officer in Washington, D.C. (IN01). The address of the Bureau Security Officer is on file with OPM. The appointment action shall then be delayed pending an approval by the Bureau Security Officer who shall work directly with the Area Security Officer and the selecting official in making a suitability

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determination on the selectee. The Area Security Officer shall notify OPM, through the Bureau Security Office, of the disposition resulting from a review of this file.

(5) If no record or pertinent information is disclosed, the SOI Caller shall document results of the check and the name of the OPM liaison in the upper right hand corner of the SF 171 and shall initial and date the document.

(6) The Disqualification Factors outlined in the Federal Personnel Manual, Chapter 731, Subchapter 3, Suitability Standards, may be used as a guide to determine what negative background issues may impact on an employment or continued employment.

(7) The investigative forms include:

(a) SF 171, Application for Federal Employment,  
a copy;

(b) SF 86, Questionnaire for Sensitive  
Positions (QSP);

(c) SF 87, Fingerprints Chart; and

(d) any preemployment checks. The preemployment checks include the questionnaire completed by the selecting official and the forms for vouchering. The vouchering forms are:

(i) an OF 49 the inquiry form for  
employment verification;

(ii) an OF 50 for education verification;  
and

(iii) an OF 51 used for law enforcement  
checks.

(8) The Security Office shall then forward the investigative forms to the Office of Personnel Management-Federal Investigations Processing Center (OPM-FIPC), Boyers, PA 16018 within 24 hours after the employee's effective appointment date. "BIA EAGLE" shall be stamped on the top right hand corner of the SF-86 and on the back of the SF-87.

F. Bureau Security Officer. The Bureau Security Officer shall:

(1) Make a preemployment suitability determination when there is derogatory information revealed as a result of the



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Security Investigations Index. If the applicant is determined suitable, the Area Security Officer shall issue a written clearance in order to authorize the appointment of the selectee.

(2) Provide proper and timely review and adjudication of the investigation results received directly from the Office of Personnel Management.

(3) Ensure that the suitability clearances are issued on all investigations completed for all Office of Indian Education Programs and Division of Social Services employees and other employees covered by the BIA EAGLE Investigations Program.

(4) Ensure that appropriate due process procedures are followed if the individual is determined unsuitable for employment as a result of an Office of Personnel Management Investigation or SII Check.

(5) Establish and maintain strict control on the BIA EAGLE Investigations Program, as follows:

(a) Review the position sensitivity level designation;

(b) Ensure that the initial and periodic investigations are completed accurately and on time;

(c) Review the security files for proper record protection according to applicable procedures (See section 2.7 below, Security Record Custody, Maintenance, and Disposition.);

(d) Ensure that the appropriate investigation and adjudication training is provided for the Area Security Officers and their alternates;

(e) Conduct an overall evaluation on a quarterly basis for the first two years, and on an annual basis thereafter. A report shall be submitted to the Deputy to the Assistant Secretary - Indian Affairs (Operations) for information and corrective action.

2.2 Standard Form (SF) 86, Questionnaire for Sensitive Positions (QSP). The following processing procedures shall be used:

A. Central Office and Eastern Area Positions. The Bureau Security Officer shall be responsible for reviewing the SF 86 forms submitted for all central office and all Eastern Area positions to ensure that they are all accurately completed prior to submission to the OFM-FIPC, Boyers, PA.

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B. Area Office and Agency Level Positions. The Area Personnel Officer shall be responsible for reviewing all SF 86 forms submitted for area and agency level positions, including schools, to ensure that they are accurately completed prior to submission to the OPM-FIPC, Boyers, PA.

C. Instructions For Completing SF 86 Submission. Instructions on completion of the SF 86, Questionnaire for Sensitive Positions, for BIA EAGLE investigations, Part 1, Items A-P are as follows:

(1) Identification of BIA EAGLE Investigation. To assure that OPM-FIPC processes BIA investigations under the appropriate procedures, BIA EAGLE shall be typed or stamped in capital letters on the top right hand corner of each form SF 86.

(2) Part 1. Part 1 shall be completed as follows:

(a) Item A, Type of Investigation. Use the following codes.

(i) Enter code 01B nonreimbursable for new employees.

(ii) Enter code 02B reimbursable for current or contract employees.

(b) Item B, Extra Coverage. The Bureau receives additional investigative coverage for the credit check and the inquiry to the state human services agency. Unique requirements of states are noted in Illustration 2.

(i) Enter code 2 in the first space of Item B for the credit search - reimbursable check

(ii) Enter code 7 in the second space to indicate the request for the state human services check and attach to the SF 86 a list of the names and addresses of each state human services agency to be contacted. (State human services agency addresses are listed in Illustration 2.)

(c) Item C, Sensitivity Level. Enter code 2 for Noncritical-sensitive.

(d) Item D, Access. Enter code 0 for not required.

(e) Item E, Nature of Action Code. For appointments, enter Nature of Action Code. Leave blank for an update investigation.

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(f) Item F, Date of Action. Enter the effective date of the appointment or leave blank for the update investigation.

(g) Item G, Geographic Location. Enter the code from Item 38 of the SF 50 to indicate the actual location of the duty station for the position.

(h) Item H, Position Code. Leave blank.

(i) Item I, Position Title. Enter the title of the position for which the investigation is requested.

(j) Item J, SON. Enter the Area Security Office Identifier (SOI) Number, confidential number issued under separate cover.

(k) Item K, Location of Official Personnel Folder. Enter a check mark in the box labeled At SON.

(l) Item L, SOI. Enter code IN01 for the Bureau Security Officer.

(m) Item M, Location of Security Folder. Enter a check mark.

(n) Item N, SIBAC Number. Enter code 14200900.

(o) Item O, Accounting Data and/or Agency Case Number. Enter only the accounting data and EAGLE. A maximum of 25 characters may be entered.

(p) Item P, Requesting Official. Enter the name, title and signature of the Area Security Officer; the date; and the FTS number. If there is no FTS number provide the commercial number, including the area code.

**NOTE:** Common major problems in SF 86 completion include omission of addresses, schools attended, and employment history. These should be listed for the past 15 years, starting with the current and ending with information from 15 years ago. The completed forms must not show any gaps in employment history. All years of unemployment also must be recorded.

2.3 Standard Form (SF) 87, Fingerprint Chart. All SF 86 forms shall be accompanied by a SF 87 Fingerprint Chart. Extreme care shall be taken to submit fingerprints that are classifiable. Failure to submit classifiable fingerprints may result in a significant delay in the

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processing of a case. Unclassifiable fingerprints frequently are returned because fingers were not fully rolled; fingerprints are smudged; fingerprints are indistinct; physical disabilities that prevent clear prints; subject identifying information is incomplete; or the chart is not signed by the subject.

Note: It is important that the retake and resubmission of the fingerprints are completed within five (5) days after receipt of rejection from OPM.

2.4 When To Cancel Investigations. The Area Security Officer shall notify the OPM-FIPC immediately if the investigations must be discontinued for any of the following reasons:

A. The applicants' assigned duties have changed significantly resulting in a position sensitivity change to a level which does not require an investigation.

B. The applicant is no longer under consideration for a sensitive position.

C. The applicant is separated from the Bureau either by resignation, termination, retirement, or removal.

D. The death of an applicant.

2.5 How To Cancel Investigations. The Area Security Officer shall telephone the information to OPM-FIPC at AC (412) 794-5228 (OFF FTS net). Immediate written notification shall be forwarded to OPM-FIPC, Boyers, PA 16018 through the Bureau Security Office (Chief, Division of Law Enforcement Services, Room 1364-MIB, Bureau of Indian Affairs, 1849 C Street, N.W., Washington, D.C. 20240).

2.6 Adjudication of the Investigative Reports. The Area Security Officer shall complete and return the Form OFI-79A, Report of Agency Adjudication Action on OPM Personnel Investigations, to OPM-FIPC (79, Boyers, PA 16018) through the Bureau Security Office (address in 2.5, above).

2.7 Security Record Custody, Maintenance, and Disposition. The Bureau Security Officer shall ensure the proper maintenance of all Security Files for sensitive positions and related investigative materials including copies of every action affecting the status of an individuals' suitability and security adjudication and security clearance.

A. Custody and Maintenance of Files. All Bureau security files for sensitive positions shall be maintained in the custody of the Bureau Security Officer at the central office. No duplicates

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shall be maintained at any other location or by any other individual. All security files shall be kept under lock and key.

B. Disposition. The disposition of all security file records shall be handled in accordance with National Archives, General Records Schedule 18; applicable Department Privacy Act Systems Notices; other pertinent Federal records management regulations; and 16 BIAM, Permanent Record Schedule 3720-5.

QUESTIONNAIRE FOR SELECTING OFFICIALS

Instructions and Information.

According to experts in the field of screening applicants for child care positions, you may not be able to immediately evaluate the answers that you receive the first time you conduct this questionnaire; however, you shall be able to evaluate the quality of the responses you receive by comparison after using the questionnaire several times.

Some answers you receive the first time may compel you to investigate further. The questions provided are only the minimum required questions. If a matter arises during the course of the interview that compels you to ask further questions, you must document the additional questions asked and the responses to those questions. For instance, if a response is given indicating the applicant might have been accused of inappropriate behavior involving children, you would be obligated to ask for further details and to follow up with any additional sources, such as other co-workers, neighbors, etc., who may have more specific knowledge. These additional questions and sources must be documented as part of the record that you maintain regarding this applicant.

In order to get the most factual, candid information, it is important to put the person being interviewed at ease. Always refer to the applicant in a friendly manner; using the applicant's name throughout the interview and never refer to the person as "applicant." For example:

Use this phrasing,

"Mr. Jones, how would you evaluate Miss Jackson's self esteem?"

rather than,

"Sir, how would you evaluate the applicant's self esteem?"

It is advisable to conduct a number of practice sessions to familiarize yourself with the questionnaire and to become comfortable with asking the questions. Practice sessions can also prepare you for the range of possible responses and help you record key elements of the interview.

All of the questions have been designed to alert the interviewer to a number of profile characteristics of the pedophile. Those characteristics are:

- The abuser often does not believe children have rights.

- The abuser often does not work well with parents and/or believes that parents have no right to interfere or intervene in the education or care of their children.
- The abuser often has low self-esteem.
- The abuser often does not have good peer relationships with other adults.
- The abuser often seeks employment related to the care of children with no previous related work experience.
- The abuser often makes frequent and/or abrupt moves in employment and/or residence, which makes them harder to identify.
- The abuser lacks insight into his/her own behavior, has poor impulse control, and lacks insight into appropriate boundaries and acceptable behavior between themselves and a child.
- The abuser often is not able to hold a job for very long, because of frequent moves to avoid detection, because of poor impulse control, or because of any of the other behavioral factors common among abusers.

These factors do not constitute positive proof that an applicant is an abuser. The factors are only common characteristics found among abusers. Any indication of these characteristics or factors that are identified during an interview or background check must be investigated further and documented. They are not sufficient grounds in and of themselves for determining suitability for employment. Combined with other factors, or with specific information of a more serious nature, such as conviction for child abuse or molestation, they become important.

Resumes and applications must be systematically screened and reviewed for critical factors prior to beginning the telephone check of references. Are there unaccounted periods in the employment history or unclear explanations for frequent moves? Is there a history of major career changes? Once you are completely familiar with the application and have made note of any critical factors or items that you feel require further explanation, you may begin the reference checking.

#### Special Instructions to Interviewer.

Before conducting this telephone interview the person being interviewed should be informed verbally of the following:

This information shall be used to determine suitability for employment and is covered under the Privacy Act System of Records (OS76 Employee experience, skills, training and development and the OS79 General Personnel Records) and therefore shall be kept strictly confidential and shall be reviewed only by authorized personnel including Bureau Security Officers and Officials conducting background investigations.

EMPLOYER/PERSONAL REFERENCE INQUIRY FORM

Selecting Official Responsibilities:

A. Prior to selection, the selecting official shall conduct telephone checks with at least three (3) employers and three (3) personal references using the following required questions.

APPLICANT: \_\_\_\_\_ Position being \_\_\_\_\_  
considered for: \_\_\_\_\_

1. How long have you known Mr./Ms.? \_\_\_\_\_  
\_\_\_\_\_

2. In what capacity have you known Mr./Ms.? \_\_\_\_\_  
\_\_\_\_\_

3. How would you describe Mr./Ms. \_\_\_\_\_ personal characteristics?  
\_\_\_\_\_  
\_\_\_\_\_

4. Since Mr./Ms. \_\_\_\_\_ shall be working with children, can you describe the relationship with his/her own children (if he/she has any). His/her relationship with other children.  
\_\_\_\_\_  
\_\_\_\_\_

5. Has Mr./Ms. \_\_\_\_\_ had other regularly scheduled activities with children? Please describe the nature of these activities.  
\_\_\_\_\_  
\_\_\_\_\_

6. How do you feel Mr./Ms. \_\_\_\_\_ performed in this capacity?  
(Refer to 5 above).  
\_\_\_\_\_  
\_\_\_\_\_

7. Can you tell me about his/her work history? How long has he/she remained in his/her position during the period you've known him/her?  
\_\_\_\_\_  
\_\_\_\_\_



8. Can you describe Mr./Ms. \_\_\_\_\_ for me? How do you think he/she sees himself/herself? How do others see him/her? How do you see him/her?

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9. I would be interested in knowing if you think there may be any problems or conditions that would interfere with his/her ability to care for children or that in any way endanger the children under his/her care. This would include any documented criminal convictions.

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B. The following questions shall be asked when the application indicates that: (1) there is a career change from unrelated work with children to application for work with close contact with children; (2) there are unaccounted periods in employment; (3) there are frequent job changes, especially abrupt changes; and (4) there is a failure to stay with a job:

1. What explanation has Mr./Ms. \_\_\_\_\_ given for making this career change? (When there is a lack of experience in the field.)

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2. What are the reasons given for unaccounted periods of employment?

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3. What are the reasons given for frequent job changes, especially abrupt moves or job changes?

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4. What are the reasons given for why he/she has not stayed with a job for other than short periods of time?

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\_\_\_\_\_  
Signature of Selecting Official

\_\_\_\_\_  
Position Title:

\_\_\_\_\_  
Agency:

\_\_\_\_\_  
Address:

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

\_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

STATE HUMAN SERVICES AGENCIES

ALABAMA Family and Children's Services Division  
64 N. Union Street  
Montgomery, AL 36130-1801

ALASKA Director  
Division of Family and Youth Services  
P.O. Box H  
Juneau, AK 99811-0640

ARIZONA Program Administrator  
Administration for Children, Youth, and  
Families  
Division of Social Services  
P.O. Box 6123  
Phoenix, AZ 85005

ARKANSAS Manager  
Child Protective Services  
Division of Children and Family Services  
P.O. Box 1437 Slot #826  
Little Rock, AR 72203

CALIFORNIA Office of Child Abuse Prevention  
Adult and Family Services Division  
Department of Social Services  
744 P Street  
Sacramento, CA 95814

COLORADO Division of Children and Family Services  
1575 Sherman Street  
Denver, CO 80203-1714

CONNECTICUT Care Line  
Box 882  
Long Lane  
Middletown, CT 06457

DELAWARE Acting Director  
Division of Child Protective Services  
Department of Services for Children, Youth  
and Their Families  
First State Executive Plaza  
330 E. 30th Street  
Wilmington, DE 19802

DISTRICT OF COLUMBIA Administrator  
Family Services Administration  
Randall Building-DHS  
1st & I Streets, S.W., Room 116  
Washington, D.C. 20024

FLORIDA Florida Protective Services System  
2729 Fort Knox Boulevard  
Attention: Ms. Jane Criswell  
Tallahassee, FL 32399-0700

GEORGIA Chief  
Child Protective Services Unit  
Social Services Section  
Division of Family and Children Services  
878 Peachtree Street, N.E.  
Atlanta, GA 30309

GUAM Administrator  
Division of Public Welfare  
P.O. Box 2816  
Agana, GU 96910

HAWAII Administrator  
Public Welfare Division  
Department of Human Services  
P.O. Box 339  
Honolulu, HI 96809

IDAHO Child Protection  
Coordinator  
Division of Family and Children's Services  
Department of Health and Welfare  
450 W. State Street - Statehouse Mail  
Boise, ID 83720

ILLINOIS Deputy Director  
Division of Child Welfare and Protective  
Services  
Department of Children and Family Services  
406 E. Monroe Street  
Springfield, IL 62701

INDIANA Child Welfare/Social Services Division  
141 S. Meridian Street, 6th Floor  
Indianapolis, IN 46225

IOWA Chief  
Bureau of Adult, Children, and Family Services  
Division of Social Services  
Hoover Building  
Des Moines, IA 50319

KANSAS

Administrator  
Child Protection/Family Services  
Commission of Youth Services  
Smith-Wilson Building  
2700 W. 6th Street  
Topeka, KS 66606

KENTUCKY

Acting Commissioner  
Department for Social Services  
275 E. Main Street  
Frankfort, KY 40621

LOUISIANA

Director  
Division of Children, Youth, and Family  
Services  
1967 North Street  
Baton Rouge, LA 70802

MAINE

Bureau of Social Services  
Department of Human Services  
State House Station #11  
Augusta, ME 04333

MARYLAND

Program Manager  
Child Protective Services  
Social Services Administration  
Saratoga State Center  
311 W. Saratoga Street  
Baltimore, MD 21201

MASSACHUSETTS

Director  
Consumer Action Office  
Department of Social Services  
150 Causeway Street  
Boston, MA 02114

MICHIGAN

Director  
Bureau of Family and Children Services  
Children and Youth Services Administration  
P.O. Box 30037  
Lansing, MI 48909

MINNESOTA

State does not maintain a central registry.  
See Illustration 3 Directory of Minnesota  
County Welfare and Human Services Agencies.

MISSISSIPPI

Director  
Bureau of Family and Children's Services  
P.O. Box 352  
Jackson, MS 39205

MISSOURI

Children's Services Section  
Division of Family Services  
B.S.I.U. P.O. Box 88  
Jefferson City, MO 65103

See Illustration 4 for their required form,  
Application for Child Abuse/Neglect Screening,  
for completion.

MONTANA

Administrator  
Program and Planning Division  
Department of Family Services  
P.O. Box 8005  
Helena, MT 59604

NEBRASKA

Human Services Division  
Department of Social Services  
P.O. Box 95026  
Lincoln, NE 68509-5026

NEVADA

Deputy Administrator,  
Program and Field Operations  
Welfare Division  
Capitol Complex  
2527 N. Carson Street  
Carson City, NV 89710

NEW HAMPSHIRE

Director  
Division for Children and Youth Services  
6 Hazen Drive  
Concord, NH 03301-6521

NEW JERSEY

Supervisor  
Office of Child Abuse Control  
Division of Youth and Family Services  
CN 717  
Trenton, NJ 08625

NEW MEXICO

Director  
HSD/Social Services Division  
P.O. Box 2348 - Pollan Plaza  
Santa Fe, NM 87504-2348

NEW YORK

Bureau of Child Protective Services  
Division of Family and Children Services  
40 N. Pearl Street  
Albany, NY 12243

NORTH CAROLINA

Supervisor  
Protective Services Unit  
Division of Social Services  
325 N. Salisbury Street  
Raleigh, NC 27611

NORTH DAKOTA

Administrator  
Child Abuse and Neglect Program  
Department of Human Services  
State Capitol—Judicial Wing  
Bismarck, ND 58505

OHIO

Division of Family and Children Services  
Department of Human Services  
30 E. Broad Street, 30th Floor  
Columbus, OH 43266-0423

OKLAHOMA

Administrator  
Department of Human Services  
Attn: Division of Children and Youth Services  
P.O. Box 25352  
Oklahoma City, OK 73125

OREGON

Manager  
Protective Services Unit  
Children's Services Division  
198 Commercial Street, S.E.  
Salem, OR 97310

PENNSYLVANIA

Director  
Bureau of State-Operated Children's Programs  
P.O. Box 2675  
Harrisburg, PA 17105-2675

PUERTO RICO

Assistant Secretary  
Family Services  
P.O. Box 11398, Fernandez Juncos Station  
Santurce, PR 00910

RHODE ISLAND

Division of Child Protective Services  
Department for Children and Their Families  
610 Mt. Pleasant Avenue  
Providence, RI 02908

SOUTH CAROLINA

Deputy Commissioner  
Office of Children, Family, and Adult Services  
P.O. Box 1520  
Columbia, SC 29202-1520

SOUTH DAKOTA

Child Protection Coordinator  
Department of Social Services  
Child Protection Services  
700 Governors Drive  
Pierre, SD 57501

TENNESSEE

Program Manager  
Adoptions  
Department of Human Services  
Citizens Plaza  
400 Deaderick Street  
Nashville, TN 37219

TEXAS

The Abuse Hotline  
Texas Department of Human Services  
P.O. Box 149030  
Austin, TX 78714-9030

UTAH

Director  
Division of Family Services  
P.O. Box 45500  
Salt Lake City, UT 84145-0500

VERMONT

Director  
Division of Social Services  
Department of Social and Rehabilitation  
Services  
Agency of Human Services  
103 S. Main Street  
Waterbury, VT 05676

VIRGINIA

Division of Service Programs  
Department of Social Services  
8007 Discovery Drive  
Richmond, VA 23229-8699

WASHINGTON

Director  
Division of Children and Family Services  
Department of Social and Health Services  
Mail Stop OB-41 (Attn: Robert Mc Gregor)  
Olympia, WA 98504



WEST VIRGINIA

Director  
Services to Families and Children  
Social Services Bureau  
Department of Human Services  
1900 Washington Street, E.  
Charleston, WV 25305

WISCONSIN

Bureau for Children, Youth, and Families  
Division of Community Services  
P.O. Box 7851  
Madison, WI 53707-7851

WYOMING

Family Services Program Manager  
Division of Public Assistance and Social  
Services  
Hathaway Building, 3rd Floor  
Cheyenne, WY 82002-0710

MINNESOTA COUNTY WELFARE AND HUMAN SERVICES AGENCIES

DA.

1/90

COUNTY	DIRECTOR	TELEPHONE	ADDRESS
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1. Aitkin County Family Service Agency	Robert Farrell	(Aids) (Social Services) 218/927-2141 218/927-3744	Courthouse Annex, Aitkin 56431
2. Anoka County Community Health & Social Services	George Steiner	(Health & Social Serv.) (Financial Services) (Anoka County Branch) 612/422-7000 612/422-7200 612/789-4326	325 East Main Street Courthouse, Anoka 55303 3980 Central Avenue Northeast Columbia Heights 55421
3. Becker County Human Services	Matt Casey	(Aids) (Social Services) 218/847-5628 218/847-5684	County Annex, 712 Minnesota Ave. P.O. Box 1637 Detroit Lakes 56501-1637
4. Beltrami County Social Service Center	Stephen Jackelen	218/751-4310	522 Beltrami Avenue, P.O. Box 6008 Bemidji 56601 Red Lake 56671
5. Benton County Social Service Agency	Donald J. Sykora	(Beltrami Co. Branch) 218/679-3945	Courthouse, Foley 56329
6. Big Stone County Family Service Center	Daniel Hamratty	612/968-6254	340 Northwest Second Street, Box 338 Ortonville 56278
7. Blue Earth County Human Services	Dennis McCoy	507/625-3031	Blue Earth County Government Center 410 South Fifth Street, P.O. Box 8608 Mankato 56001
8. Brown County Family Service Center (Also see Brown/Micollet HSB)	Thomas Henderson	507/354-8246	114 North State Street, P.O. Box 788 New Ulm 56073
9. Carlton County Human Service Center	William Pinsonnault	218/879-4583 218/879-4583 X197*	1215 Avenue C Cloquet 55720
10. Carver County Community Social Services	Gary Bork	612/448-3661	Carver County Courthouse, Box 7 Chaska 55318
11. Cass County Department of Social Services	John Fjelstul	218/547-1340	Welfare Building, Box 519 Walker 56484

## COUNTY

## DIRECTOR

## TELEPHONE

## ADDRESS

12. Chippewa County Family Services	Kevin P. Coler	612/269-6401	Community Service Building 7th & Washington, Montevideo 56265
13. Chisago County Human Services	Marina York	612/257-1300 612/257-1300 612/462-2141	Courthouse Annex, Center City 55012 425 South Dana Street, P.O. Box 647 Rush City 55069
14. Clay County Social Service Center	Dennis Lien	218/299-5200 218/299-5209 218/299-5208	1004 First Avenue North, Box 1177 Moorhead 56560
15. Clearwater County Social Services	Social Service Annex Ordean A. Synstallen	218/299-5180 218/694-6512 218/694-6164	123-1/2 21st St. S., Moorhead 56560 Courthouse, Box X, Bagley 56621
16. Cook County Social Services	Warren Anderson	218/387-2282	Courthouse, Grand Marais 55604 and MorShor Building, Grand Marais 55604
17. Cottonwood County Family Service Agency	Duane Ahlness	507/831-1891	Industrial Park Site, Box 9 Windom 56101
18. Crow Wing County Social Service Center	Dennis O. Johnson	218/828-3966 218/828-3968 218/828-2927	County Service Building, Box 686 Brainerd 56401
19. Dakota County Governmental Center	Dave Rooney	612/450-2611	33 E. Wentworth, Suite 315 West S. Paul, MN 55118
20. Dodge County Human Services	Jerry Krueger	612/450-2611	33 E. Wentworth, Suite 222 West St. Paul MN 55118
20. Dodge County Human Services	Sally Moran	612/450-2611	33 E. Wentworth, Suite 66 West St. Paul, MN 55118
20. Dodge County Human Services	Brian Hartung	507/635-5445	21 N.E. 7th St., P.O. Box 278 Mantorville, MN 55955
20. Dodge County Human Services	Brian Hartung	507/635-2211 507/635-5445 507/635-2361	Income Maintenance) (Community Services) (Social Service)
21. Faribault/Martin/Watonwan	Duane Shimpach	507/238-4757	Security Bldg., 218 Lake Ave., Fairmont, MN 56031
		507/526-3265	Faribault County Office Bldg., P.O. Box 446
		507/238-4757	Blue Earth, MN 56031
		507/375-3294	Martin County Human Svcs. Ct 218 Lake Ave.,
		507/375-3294	Fairmont, MN 56031
		507/765-2175 507/765-3304	Watonwan County Human Service Center, Courthouse, Box 31, St. James, MN 56081 Courthouse, Preston, MN 55965
22. Fillmore County Human Services	Thomas Boyd	507/765-2175 507/765-3304	(Aids) (Social Services)

UMTY

DIRECTOR

TELEPHONE

ADDRESS

24. Freeborn County Department  
of Human Services

Darryl Meyer  
General Info., Income Maintenance,  
Support & Collections  
Community Support, Mental Health Center  
Victim's Crisis Center  
Children & Adult Services

507/377-5400  
  
507/377-5440  
507/377-5460  
507/377-5480  
507/377-5160

203 West-Clark Street  
Post Office Box 649  
Albert Lea 56007

25. Goodhue County Social Service Center

Greg Schoener

612/388-8261

Citizen's Building  
426 West Avenue, P.O. Box 31  
Red Wing 55066

26. Grant County Social Service Department

Joyce M. Pesch

218/685-4417

10 - 1st Street Northwest  
P.O. Box 1006, Elbow Lake 56531

27. Hennepin County Bureau of Social Services

Case Inquiries - All Programs  
Kevin Kenney, Bureau of Social Services  
TELEFAX PHONE NUMBER  
Michael Weber, Community Services  
John L. Sims, Director, Economic Assist.

612/348-3000  
612/348-4806  
612/348-7970

A-2303 Government Center  
A-1005 Government Center  
A-1005 Government Center  
300 So. 6th St., Minneapolis 55487

28. Houston County Social Services

Harold Thompson

507/724-5211

Courthouse, Caledonia 55921

29. Hubbard County Social Service Center

Daryl Bessler

218/732-1451

Courthouse, Park Rapids 56470

30. Isanti County Family Service & Welfare Dept.

Ronald Mobers

612/689-1711

1557 S. Highway 293, Cambridge 55008

31. Itasca County Social Services

Tom Papin (Aids)  
(Sr. Comm. Services PAS/ACG)  
(HR Unit)  
(Social Services)  
TELEFAX PHONE NUMBER\*

218/327-2941  
218/327-2971  
218/326-6601  
218/327-2981  
218/327-2848\*

Courthouse, Grand Rapids 55744

32. Jackson County Human Services

Korbert L. Brueggemann

507/847-4000  
507/847-5616

310 Sherman Street, P.O. Box 67  
Jackson 56143

33. Kanabec County Family Service Department

Phillip Peterson

612/679-3465  
612/679-4740

114 W. Maple, Mora 55051

34. Kandiyohi County Family Service Dept.

John Haines

612/231-6232  
612/235-8317

Courthouse, Box 757  
William 56201  
905 West Litchfield, Box 757  
William 56201

COUNTY	DIRECTOR	TELEPHONE	ADDRESS
35. Kittson County Welfare Department	John R. Beau Lac	218/843-2689	Box 160, Hallock 56728
36. Koochiching Family Services	Teresa VanderEyck (Northome Branch)	218/283-8405 218/897-5266	615 - 4th Street International Falls 56649 Northome 56661
37. Lac qui Parle County Family Service Center	Joel Churness	612/598-7594	Courthouse, Box 7, Madison 56256
38. Lake County Social Service Department	William T. Green	218/834-8400	616 Third Avenue, Two Harbors 55616
39. Lake of the Woods County Social Service Dept.	Robert Goudge	218/634-2642	Courthouse, Box G-200, Baudette 56623
40. LeSueur County Welfare Department	Robert E. Podhradsky	612/357-2251 800/635-9786	P.O. Box 126, Highway 89 & Maple Ave. LeCenter 56057
41. Lincoln County	(See Region VIII North Welfare)	507/694-1452	Courthouse, P.O. Box 44 Ivanhoe 56142-0044
42. Lyon County	(See Region VIII North Welfare)	507/537-6747	Courthouse, 607 West Main, Marshall 56258
43. McLeod County Social Service Center	Daniel Papin VOICE/TDD TELEFAX PHONE NUMBER	612/864-3144 612/864-3410	County Office Building, P.O. Box 130 Glencoe 55336
44. Mahanomen County Human Services	Gordon Hagen	218/935-2568	Courthouse, Mahanomen 56557
45. Marshall County Social Services Dept.	Jennifer Anderson	218/745-5124	208 E. Colvin Ave., Warren 56762
46. Martin County Human Services Center	(See HSB of Faribault/Martin/Watonwan Co.)	507/238-4757	P.O. Box 938, 218 Lake Avenue Fairmont 56031
47. Meeker County Social Service Department	Clark Gustafson	612/693-2418	Courthouse, Litchfield 55355
48. Mille Lacs Co. Family Serv. & Welfare Dept.	William McQuillan	612/983-6161	Courthouse, Milaca 56353
49. Morrison County Social Services	Kenneth Ebel	612/632-2941	Human Serv. Bldg., Little Falls 56345
50. Mower County Social Services	James Huber (Aids & Services)  (Food Stamps)	507/437-9483 507/437-9484 507/437-9485 507/437-9514	Courthouse, 201 First Street N.E. Austin 55912
51. Murray County	(See Region VIII North Welfare)	507/836-6144	Courts Building, Slayton 56172

## COUNTY

## DIRECTOR

## TELEPHONE

## ADDRESS

			TELEFAX PHONE NUMBER	TELEPHONE	ADDRESS
52. Nicollet County Social Services (Also see Brown/Nicollet HSB)	Clifford Nebel		507/931-6800 507/931-9220		Courthouse, Box 300, St. Peter 56082
53. Nobles County Family Service Agency	Lee McAllister		507/372-2157		901 Fourth Avenue, Box 189 Worthington 56187
54. Norman County Social Service Center	David M. Bertils		218/784-7136		County Office Building, Ada 56510
55. Olmsted County Dept. of Social Services	Patricia Carlson	(Administration) (Aids & Social Serv.)	507/285-8384 507/285-8416		515 2nd St. SW, Rochester 55901
56. Otter Tail County Dept. of Social Serv.	Thomas M. Fawcett		218/739-4491		Government Services Building 505 South Court Street Fergus Falls 56537
57. Pennington County Department of Welfare & Human Services	Phyllis Schmidt		218/681-2880		Box 340, 318 W. Knight Avenue Thief River Falls 56701
58. Pine County Department of Human Services	Robert Walz		612/629-6781 612/245-2268		Courthouse, Pine City 55063 City Hall, Sandstone 55072
59. Pipestone County Family Service Center	Dennis Roelfsema		507/825-3357		Post Office Box 157 Pipestone 56164
60. Polk County Social Service Center	Bill Kurpius-Brock	(Social Services, Acct., Financial Assistance) Child Support Unit Migrant Social Serv. TELEFAX PHONE NUMBER	218/281-3127 218/281-3423 218/281-7329 218/281-3926		Courthouse, 223 E. 7th St., P.O. Box 608 Crookston 56716
	East Grand Forks Branch - Financial Asst.	TELEFAX PHONE NUMBER	218/773-2431 218/773-3602		Professional Building, P.O. Box 433 East Grand Forks 56721
	Fosston Branch - Financial Assistance	TELEFAX PHONE NUMBER	218/435-1585 218/435-1552		102 2nd Street NW Fosston 56542
61. Pope County Family Service Department	John V. Detmorett		612/634-5301		Courthouse, Glenwood 56334
62. Ramsey County Human Services Department	Thomas J. Fashingbauer		612/298-5351		160 East Kellogg Boulevard St. Paul, 55101

## COUNTY

## DIRECTOR

## TELEPHONE

## ADDRESS

63. Red Lake County Social Service Center	Linda Molenaar	218/253-4131	Courthouse, Red Lake Falls 56750
64. Redwood County Human Services Department	Gordon Fritz	507/637-5741	301 South Jefferson, P.O. Box 27 Redwood Falls 56283
Region VIII North Welfare Department	Frank Moore	507/537-6747	Courthouse, Marshall 56258
65. Renville County Human Service & Welfare Dept.	Gerald Brustuen	612/523-2202	300 South Seventh Street Olivia 56277
66. Rice County Social Services	Dale Szyszka	507/334-0031	1201 West Division Street, Box 718 Faribault 55021
67. Rock County Family Service Agency	Charles Olson	507/283-9507	2 Roundwind Road, Box 219 Luverne 56156
68. Roseau County Social Service Center	David Anderson	218/463-2411	300 - 6th Street Southwest Roseau 56751
69. St. Louis County Social Service Department	Robert Zeleznikar	218/726-2000	Government Services Center 320 West 2nd Street, Duluth 55802
		(St. Louis Co. Branch)	Graysher Shopping Center Hibbing 55746
		(St. Louis Co. Branch)	Northland Office Center 307 South 1st Street, Virginia 55792
		(St. Louis Co. Branch)	118 South 4th Avenue East, Ely 55731
70. Scott County Human Services	Eileen Moran	612/445-7751 612/496-8257	Courthouse, Room 300 - 428 S. Holmes Shakopee 55379-1375
		<u>TELEFAX PHONE NUMBER</u>	
71. Sherburne County Social Services	Donald Strei	612/441-1711	13880 Hwy. 10, P.O. Box 310 Elk River 55330
		(Metro)	County Office Building, 13122 1st Street, Becker 55308
		(Sherburne Co. Branch)	
		(Toll Free - St. Cloud)	
		<u>TELEFAX PHONE NUMBER*</u>	
72. Sibley County Social Services	Bonnie Stanton	612/237-2978	Box 237, Gaylord 55334
73. Stearns County Social Service Center	Pasquale Serrano	612/255-6000 612/255-6078 612/352-6531	700 Mall Germain, St. Cloud 56301 711 1/2 Mall Germain, St. Cloud 56301 Sauk Centre 56378
		(Social Services)	
		(Financial Aids)	
		(Stearns Co. Branch)	

	DIRECTOR	TELEPHONE	ADDRESS
74. Steele County Social Service Center	Stanley A. Groff	507/451-0414	590 Dunnell Drive, P.O. 890 Owatonna 55060
75. Stevens County Social Services Department	George French	612/589-1481	Courthouse, Box 530-HS, Morris 56267
76. Swift County Welfare & Family Service Agency	Ronald G. Laycock	612/843-3160	109 - 12th Street South, P.O. Box 208 Benson 56215
77. Todd County Social Services	Frank Sandelin	612/732-4500	Courthouse Annex, 212 - 2nd Avenue S. Long Prairie 56347
78. Traverse County Social Services Department	Christine Borsheim	612/563-8255	15 - 10th Street South, Wheaton 56296
79. Wabasha County Department of Social Services	Terry Smith	612/565-3351 612/565-2613 612/565-3356	Courthouse, Wabasha 55981 (Social Services Admin.) (Income Maint., Acctg.) (IV-D Child Support)
80. Wadena County Social Service Department	Paul M. Sailer	218/631-4225 218/631-2832	22 Southeast Dayton, Wadena 56482 124 Southeast 1st St., Wadena 56482
81. Waseca County Welfare & Social Service Dept.	Russell W. Lee	507/835-0560	123 - 3rd Avenue NW, Waseca 56093
82. Washington County Social Services	James R. Schug	612/439-6901 612/779-5498	Washington County Government Center 14900 - 61st Street North P.O. Box 30, Stillwater 55082-0030
83. Watonwan County Human Services Center	(See HSB of Faribault/Martin/Watonwan Co.)	507/375-3294	720 - 1st Avenue South, Box 31 St. James 56081
84. Wilkin County Family Service Agency	David L. Saylor	218/643-8561	Courthouse, Breckenridge 56520
85. Winona County Department of Social Services	Wm. Craig Brooks	507/457-6200	County Office Building 202 West 3rd Street, Winona 55987
86. Wright County Human Services	Don Mleziva	612/682-3900 612/339-6881 612/682-6178	Courthouse, 10 Northwest 2nd Street Buffalo 55313



COUNTY	DIRECTOR	TELEPHONE	ADDRESS
87. Yellow Medicine County Family Service Center	Richard Vambete	612/564-2211	Courthouse, Granite Falls 56241

\* County TeleFax Phone Number

When calling, wait for the phone to be answered by the receptionist, announce FAX or ask for the extension, and then proceed to send material.

# MULTI-COUNTY HUMAN SERVICE BOARDS AND WELFARE DEPARTMENTS

COUNTY	DIRECTOR	TELEPHONE	ADDRESS
Brown/Micollet Human Services Board	Robert C. Butler	507/931-4140 507/931-7100 Ext. 103	100 Freeman Drive, St. Peter 56082
Human Services Board of Faribault, Martin, Watonwan Counties	Duane Shimpach, Director Thomas Hustvet, Income Maint./Child Support Carmen Reckard, Community Health Services Dorothy Kappes, Community Social Services David Rynders, Mental Health/Chemical Dependency	507/238-4757 507/526-3265 507/375-3294 507/238-4757 507/238-2521	218 Lake Avenue, P.O. Box 938 Fairmont 56031
Region VIII North Welfare Department (Lincoln, Lyon, Murray Counties)	Frank Moore	507/537-6747	Courthouse, 607 West Main Marshall 56258

For information on Minnesota Department of Human Services' programs, please contact the DHS Information Desk at 612/296-6117.



MISSOURI DEPARTMENT OF SOCIAL SERVICES  
 DIVISION OF FAMILY SERVICES  
 BACKGROUND SCREENING AND INVESTIGATION UNIT  
 APPLICATION FOR CHILD ABUSE/NEGLECT SCREENING

67 BIAM  
 ILLUSTRATION 4  
 PAGE 1 OF 1

**IDENTIFYING DATA (PLEASE PRINT)**

1. APPLICANT'S NAME (LAST, FIRST, MIDDLE INITIAL) _____ (JR., SR., III)				2. DATE OF BIRTH MM   DD   YY		
3. SEX	4. RACE	5. SOCIAL SECURITY NUMBER	6. DRIVER'S LICENSE NUMBER <input type="checkbox"/> NONE		7. STATE	
PLEASE ENTER RESPONSE TO 3 AND 4 ABOVE AS FOLLOWS SEX: M-MALE; F-FEMALE    RACE: W-WHITE; B-BLACK; H-HISPANIC; I-AMERICAN INDIAN; A-ORIENTAL, ASIAN OR EAST INDIAN						

**BACKGROUND INFORMATION**

1. ALL NICKNAMES						
2. MAIDEN NAME						
3. ALL ALIASES						
4. ALL OTHER NAMES FORMERLY USED						
5. PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE)						
6. ALL PREVIOUS RESIDENTIAL ADDRESSES FOR THE PAST 5 YEARS (USE BACK PAGE IF NECESSARY)						
STREET	CITY	STATE	ZIP	STREET	CITY	STATE ZIP
SIGNATURE OF EMPLOYEE (OPTIONAL)					DATE	
SIGNATURE OF EMPLOYER (IN INK)					TELEPHONE NO. ( )	
TITLE					DATE	

**FORM PURPOSE**

THIS FORM IS FOR THE PURPOSE OF REQUESTING INFORMATION PERTAINING TO THE NATURE AND DISPOSITION OF ANY REPORT OR REPORTS OF ABUSE OR NEGLECT REVEALED BY AN EXAMINATION OF THE CENTRAL REGISTRY AS PROVIDED BY SECTION 210.150 (6). THIS INFORMATION IS PROVIDED TO ANY FACILITY, SCHOOL, AGENCY, ETC. EXERCISING TEMPORARY SUPERVISION OVER A CHILD OR PROVIDING OR HAVING CARE OR CUSTODY OF A CHILD, WHO MAY REQUEST AN EXAMINATION OF THE CENTRAL REGISTRY FROM THE DIVISION OF FAMILY SERVICES FOR ALL EMPLOYEES AND VOLUNTEERS OR PROSPECTIVE EMPLOYEES AND VOLUNTEERS, OR WHO DO OR WILL PROVIDE SERVICES OR CARE TO CHILDREN. NOTE: FAILURE TO PROVIDE THE EMPLOYER'S ADDRESS IN THE SPACE BELOW MAY RESULT IN A DELAY IN THE RESPONSE.

PLEASE COMPLETE BELOW (Print clearly as this will be your mailing label.)

CONFIDENTIAL			
NAME OF EMPLOYER			
NAME OF FACILITY OR AGENCY			
ADDRESS (STREET)			
CITY	STATE	ZIP CODE	

**MAIL COMPLETED FORM TO:**

DIVISION OF FAMILY SERVICES  
 B.S.I.U. P.O. BOX 88  
 JEFFERSON CITY, MO 65103