YOUTH & FAMILY SERVICES
2933 Center Street NE
Salem, Oregon 97301
Mailing: P.O. Box 20400
Keizer, Oregon 97307
503-362-2225

DHS HOMES PROCESSING PROCEDURES

To: Applicant(s) for Treatment Foster Parent Certification

MANDATORY FINGERPRINTING POLICY

PLEASE COMPLETE THE FINGERPRINTING FORMS WITHIN TWO (2) WEEKS OF THIS NOTICE & RETURN TO ME!!

IF YOUR BIOLOGICAL CHILD(ren) ARE AGES 16 & OLDER THEY WILL NEED TO COMPLETE THE FINGERPRINTS AS WELL.

PLEASE HAVE THESE TAKEN BY OREGON STATE POLICE ON PORTLAND ROAD – SALEM, OREGON OR A LOCAL POLICE DEPARTMENT.

Oregon Youth Authority (OYA) and the Department of Human Services (DHS) have now instituted a mandatory fingerprinting policy for all treatment foster parent (TFP) providers. This is mandatory for any new certification. I am including a packet for each of you and asking that you comply with the directions to have this procedure completed.

Oregon State Police will be conducting the fingerprinting and the office is located at 3710 Portland Road NE (behind the field office building). The cost is $20.00 (or more) per card and you will be reimbursed by our office when you turn in a receipt showing the cost to me. I will then process this and you will be mailed the reimbursement. You must have completed the written information on the one fingerprint card prior to going to the OSP office and they will complete their questionnaire, seal the cards and return to you. **You will then need to give those to me and I will send them to the DHS certifier for processing.** If there are any questions, please don't hesitate to contact me at the office.

Sincerely,

Heidi J. Frederick - TFP Certifier