

# 2022-23 Family Care Safety Registry FAQs

## Q: How do I do this?

A: It is a two-step process each school year:

1. New Volunteers - see side one of the form
  - a. Register and pay online with the FCSR
  - b. Fill out and turn in the paper FCSR form to your child's school
2. Returning Volunteers/Already Registered - see side two of the form
  - a. Verify your information is correct by calling FCSR @ [1-866-422-6872](tel:1-866-422-6872) (they are open M-F 8:00-3:00 excluding State/Federal holidays)
  - b. Fill out and turn in the paper FCSR form to your child's school

## Q: I did this last year, do I have to do it again?

A: Yes & No – Yes, clearances are run each school year starting July 1st and remain valid through summer school. They are destroyed the following June and will not carry over into the new school year. With that being said, you should never have to pay the registration fee again through the website.

## Q: When I go online, it says my social security number is already registered. What should I do?

A: See side two of the paper FCSR form – “Returning Volunteer or Already Registered?”

## Q: Do I have to do a separate form for each child/school?

A: No, only one form is needed. The cleared list is shared district-wide and can be seen by all office staff.

## Q: Why does it take so long for processing?

A: All processing is done at the state level through MO-DHSS. Your processing time usually begins the first business day on or following the day you register and pay online. Depending on their workload, it usually takes 10-15 business days (excluding State/Federal holidays) for the state to process your information. RSD checks paper forms daily but will only receive a report once the state has processed your information. The sooner you register, the better!

## Q: Will I be notified when my clearance comes through?

A: You may receive an email from the FCSR that RSD has requested a screening on your behalf but you will not be notified by RSD when you have cleared. Office staff in each building can refer to the “Cleared Volunteers” list to confirm if a person's name has been added. You will only receive a letter from RSD's Central Office if you are ineligible for volunteering based on findings.

## Q: It has been more than 10-15 business days, how come I am not on the cleared list yet?

A: There could be several reasons:

1. The FCSR may be behind in processing - you may call them @ [1-866-422-6872](tel:1-866-422-6872) (they are open M-F 8:00-3:00 excluding State/Federal holidays) and check on your status.
2. The FCSR may need additional or updated information from you - you may call them @ [1-866-422-6872](tel:1-866-422-6872) (they are open M-F 8:00-3:00 excluding State/Federal holidays) and check on your status. This is an important step in helping complete your registration. School staff will not have access to this information so teamwork will be essential.
3. Your clearance status has been denied. If for any reason you are found to be ineligible for volunteering based on the findings of your screening, you will receive a letter from the School District. Your child's building will not have this information available to them, only that your name is not on the cleared list of volunteers.

---

**Q: I received an email/letter from the FCSR that I have been cleared. Can I provide that letter instead of the school's form?**

A: For legal reasons, an email or letter from FCSR will not be accepted as a cleared status. RSD will request a cleared status from MO-DHSS with the information provided on the FCSR paper form. If you do not turn in a completed paper FCSR form, we cannot request a background screening and your name will not be added to the cleared volunteer list.

**Q: What is a volunteer vs a visitor?**

A:

**VOLUNTEERS...**

- Work individually or in small groups with students as guest readers/tutors
- Work inside the school building assisting teachers/employees with projects (PTO leaders/Watch Dog programs)
- Attend field trips
- Work field day

**VOLUNTEERS...**

- Must register online with the Family Care Safety Registry.
  - One-time, lifetime fee of \$15.25 paid by the volunteer.
- Once FCSR online registration is complete, must submit the paper Family Care Safety Registry form to your child's school.
- [republicschools.org/page/1189](http://republicschools.org/page/1189) for forms and details.

**VISITORS...**

- Help with class parties
- Attend assemblies
- Eat lunch with their student
- Are guest speakers

**VISITORS...**

Can show up at school on the date of the event/lunch and go through our onsite background check, Raptor, by submitting their personal ID to the building secretary.



**Q: Does a 'visitor' (as described above) need a cleared screening through the Family Care Safety Registry?**

A: No, for the activities listed under 'visitor' bring your driver's license to the school office and we will run you through the on-site Raptor system.