

# Background Study Process - Family Child Care



Once you have determined that an individual needs to be background studied:

1. Review the **Background Study Privacy Notice** and *Print a **Background Study Data Collection Form*** from the Kanabec County website. Be sure to print the entire two-page Background Study Data Collection Form. One document per individual.  
[www.kanabecounty.org/departments/information\\_for\\_providers.php](http://www.kanabecounty.org/departments/information_for_providers.php)
2. Individual to be studied must complete the **Background Study Data Collection Form** and submit it to Kanabec County Family Services (KCFS). The completed form can be:  
Mail/drop-off: 905 Forest Ave East, Mora, MN 55051  
Email: [tonya.burk@co.kanabec.mn.us](mailto:tonya.burk@co.kanabec.mn.us).
3. Once KCFS has received the document, an **Applicant Background Study** document will be emailed to the individual from Kanabec County with instructions on how to set up an account and pay for the study. (Individuals 18 years and older OR Helpers under age 17 years: \$40; Individuals 17 years and younger: \$42.00.)
4. After the individual has set up their account and made payment, KCFS will receive an email that a background study has been submitted and ready to verify.
5. KCFS will verify the information the individual has entered, using the Data Collection Form previously submitted and submit it.
  - a. **If fingerprinting is required**, you will receive two important emails. One from the Department of Human Services (DHS) to complete the required Consent Form and one from IDEMIA containing the steps to complete the fingerprinting portion of the study. Fingerprints must be completed within 14 days. The cost at that time of fingerprinting is \$9.50. If fingerprinting is not done by the deadline, the process will need to start over again.
  - b. **If fingerprinting is not required**, a determination letter will be emailed when the name-only study is completed.
6. Results of the individual's background study will be forwarded to the individual and KCFC; the provider will receive a clearance document. If the results are unfavorable, instruction will be sent to the person and the provider.

Background Studies are good for five (5) years from the date of the study.

Kanabec County

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Study subject completes the [Background Study Data Collection Form](#) and submits to Kanabec County Family Services - Attn: Tonya

*(Form found on the Kanabec County website under Family Child Care - Information for Providers)*



Kanabec County sends an email to the provider and/or the study subject with instructions on how to enter the data into Netstudy2.

*NOTE: if study subject lived outside of Minnesota within last 5 years, a form must be completed for each state the study lived in. Kanabec County will work with study subject when this occurs.*



Study subject enters their data and makes payment through an online payment system. Kanabec County will receive an email that a background study has been submitted.



Kanabec County verifies data entered by study subject using the Data Study Collection Form provided in step 1 and submits study to Netstudy2.



If fingerprints are required, two emails will be sent. One from the Department of Human Services (DHS) to complete the required Consent form, and one from IDEMIA with instructions and locations to complete fingerprinting. Fingerprints must be completed within 14 days and a \$9.50 will be charged at time of fingerprinting.



Once background study has been determined, a determination letter will be sent to study subject, as well as to the family child care provider. Kanabec County will also receive an email of determination.