

# Kanabec County Family Services

## Background Study Process as of 10/4/19 – 3/31/20



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

1. 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 mailed, dropped off, or emailed.  
Kanabec Co Family Services, ATTN TONYA, 905 Forest Ave East, Mora, MN 55051  
Email: [tonya.burk@co.kanabec.mn.us](mailto:tonya.burk@co.kanabec.mn.us).

If more forms are needed, visit [www.kanabecounty.org/departments/information\\_for\\_providers.php](http://www.kanabecounty.org/departments/information_for_providers.php) to print more off. Incomplete Forms will be returned so be sure to complete the required fields.

2. Once KCFS has received the document, an **Applicant Background Study** document will be mailed or emailed (if email is provided on the data collection form) to the individual with instructions on how to set up an account.
3. After the individual has set up an account, the individual must contact Tonya at KCFS to notify this part of the process is complete. \*\*  
Phone: (320) 679-6350, ext. 6363  
Email: [tonya.burk@co.kanabec.mn.us](mailto:tonya.burk@co.kanabec.mn.us).

**\*\* NOTE:** Do not contact our office until you are ready for our office to initiate the fingerprinting authorization as fingerprinting must occur within 14 days of this authorization. If you know you cannot get to a fingerprinting station within that time frame, wait to contact our office when your schedule will be open to do so.

4. KCFS will verify the information the individual has entered using the Background Study Data Collection Form previously submitted. Once complete, an email from DHS/NetStudy2 will be sent to the individual.
  - a. If fingerprinting is required, DHS will email the Fingerprinting Authorization that needs to be taken to a Fingerprinting Station, with proper ID, to complete. There is only a 14 day window to complete the fingerprinting once the fingerprinting authorization has been issued. If fingerprinting is not done by the deadline, the process will need to start over again.
  - b. If fingerprinting is not required, the email will contain the results of the study.
5. 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.