

Fingerprint Procedures

Each new provider must have either a valid Class I Arizona Department of Public Safety (DPS) Fingerprint Clearance Card (FCC).

If providers already have a Class I Fingerprint Clearance Card, they must provide the area coordinator with a copy of both back and front when they sign-up. If providers don't have one, BJ Enterprises must go through the process with them to obtain a FCC.

To obtain a Fingerprint Clearance Card, provider must:

- 1.) Complete the *Applicant Fingerprint Clearance Card Application*. This is a three-part sheet with a red number in the top right hand corner. BJ Enterprises send the top copy to DPS, keep the yellow copy in the provider file. and leave pink copy with provider.
- 2.) Rolled and completed DPS *Fingerprint Card*, filled out in black ink. Follow the instructions on the pink instruction sheet. It should be sent with the application and \$67.00 to DPS.
- 3.) Write the \$67.00 check to *BJ Enterprises*. DPS will only accept a business check, not a personal check.
- 4.) Complete a *Criminal History Affidavit, Class I*. They must mark "yes" or "no" to each question. It must be notarized. This is kept in the provider file and is only needed if BJ Enterprises does the fingerprinting. It is not needed if they have a FCC.
- 5.) A copy of provider's Fingerprint Clearance Card. BJ Enterprises needs a copy of the front and back side within 90 days of their application. **If the card is not on file, they cannot claim after the 90 day limit.** This will be kept in the provider file and the number and expiration date must be on the provider application.

Send the fingerprint packet in as soon as possible with the entire sign-up. **BJ Enterprises needs those prints and application immediately so it can be mail to DPS within 7 days. This is very important.**

Denial and Suspension

If BJ Enterprises hasn't received the copy of the FCC by the 90th day after application or if they are going through the "good cause exception hearing", the provider will be suspended from the food program until a copy of a valid fingerprint clearance card has been received. If the provider is not eligible for a good cause exception hearing or was denied, the provider will be dropped immediately. The provider will be reimbursed for meals up to the day of termination.