



B. J. Walker, Commissioner
Steve Love, Acting Division Director

Department of Human Resource • Division of Family and Children Services • Education and Training Services
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September 20, 2004

MEMORANDUM

TO: Section Directors
OCP Managers of Field Operations
OFI Regional Managers
County Directors

FROM: Bonnie Kirschling
Acting Section Director
Education and Training Services
Division of Family and Children Services

RE: Criminal Records Fingerprint Checks and Drug Screens for all Student Interns Placed at DFCS Offices

This is a reminder of the Memorandum dated November 13, 2003 from Steve Love. All student interns participating in ANY university and/or college sponsored internships at the Division of Family and Children Services must have the full criminal records fingerprint checks and drug screens completed. Counties sponsoring student interns must ensure that this requirement is met for all student interns placed in their respective offices.

If student interns are participating in a Bachelor of Social Work (BSW) program or a Master of Social Work (MSW) program, DFCS will cover the cost of the criminal records fingerprint checks and drug screens as they would with any potential new employee.

If you have any questions regarding this requirement, please contact Angie Saturday at 404-460-7817 or via GroupWise at ansaturday.

Thank you.

Cc: Julie York, Retention and Professional Development Unit
Donna Holcomb, OHRM