

**Fingerprint- Based Criminal Background Check (CBC) Requirements for Child Placing Agencies effective June 1, 2020 (FOSTER CARE AND ADOPTION)**

Type of Individual	Documentation required	CBC Dated	CBC Expiration
<b>Paid Staff/ Unpaid Staff/ Volunteers</b>	1. Criminal history requested by the provider and clearance received through the Louisiana State Police, or	No earlier than 45 days of the individual being hired, being present on the premises, providing services, or having access to children/youth.	Does not expire
	2. Certified copy of the CBC (right to review) requested by the potential hire from the Louisiana State Police and presented to the provider.	No earlier than 45 days of the individual being hired, being present on the premises, providing services, or having access to children/youth.	Expires one year from date of issuance. Before the expiration of the certified copy of the CBC ("right to review"), the individual shall request and receive another clear criminal background check in order to continue employment with or provide services for the child placing agency.
<b>Contractor</b>	1. Criminal history requested by the provider and clearance received through the Louisiana State Police, or	No earlier than 45 days of the individual being present on the premises, providing services or having access to children/youth.	Does not expire
	2. Certified copy of the CBC (right to review) requested by the contractor from the Louisiana State Police and presented to the provider.	No earlier than 45 days of the individual being present on the premises, providing services or having access to children/youth.	Expires one year from date of issuance. Before the expiration of the certified copy of the CBC ("right to review"), the individual shall request and receive another clear criminal background check in order to continue providing services for the child placing agency.
<b>Potential Adoptive/Foster Parent</b>	Criminal history requested by the provider from the local DCFS office through the FBI.	No earlier than 45 days of the applicant being certified and/or having access to children/youth.	Parents with CBCs dated prior to April 1, 2016, provider shall submit a new request to DCFS no later than April 1, 2020.  Parents with CBCs dated prior to April 1, 2019, are acceptable for three years from date of issuance.  CBCs obtained on or after 4/1/2019 shall be accepted for a period of three years from the date of issuance.

<p><b>Household members aged 18 years and older (excluding youth in DCFS custody)</b></p>	<p>Criminal history requested by the provider from the local DCFS office through the FBI.</p>	<p>No earlier than 45 days of the household member moving into the home.</p> <p>Within 30 calendar days of the household member attaining their 18th birthday.</p>	<p>Household members with CBCs dated prior to April 1, 2016, provider shall submit a new request to DCFS no later than April 1, 2020.</p> <p>Household members with CBCs dated prior to April 1, 2019, are acceptable for three years from date of issuance.</p> <p>Household members with CBCs obtained on or after 4/1/2019 shall be accepted for a period of three years from the date of issuance.</p> <p>Prior to three years from the date of issuance noted on the CBC, a new criminal history shall be obtained by the provider from the local DCFS office through the FBI.</p>
<p><b>Louisiana Department of Education Staff or local school district staff</b></p>	<p>1. Criminal history requested by the provider and clearance received through the FBI, or</p>	<p>Prior to the individual being present on the premises or providing services to children/youth.</p>	<p>Does not expire</p>
<p>2. An original, completed, signed, notarized, DCFS-approved affidavit dated June 1, 2020 or after presented to the provider for the first school year an LDE staff person or local school district staff person provides services to children/youth. Note: a photocopy of the original affidavit shall be kept on file on the premises.</p>	<p>Prior to the individual being present on the premises or providing services to children/youth.</p>	<p>Acceptable for the entire school year noted in the text of the affidavit and expires on May thirty-first of the current school year.</p>	
<p>3. For all subsequent school years following the first year in which services were provided, the LDE staff or local school district staff person shall present a new affidavit as noted above or an original, completed, signed and</p>	<p>Prior to the individual being present on the premises or providing services to children/youth.</p>	<p>Acceptable for the entire school year noted in the text of the letter and expires on May thirty-first of the current school year.</p>	

	dated letter from the superintendent of the school district or designee or superintendent of LDE or designee noting that the individual continues to meet certain specific requirements. Note: a photocopy of the original letter shall be kept on file on the premises.		
<b>Owner</b>	1. Criminal history requested by the provider and clearance received through the Louisiana State Police, or	No earlier than 45 days prior to the initial application being received by the Licensing Section.  Prior to the license being issued, the addition of a board member who meets the definition of an owner, an individual being present on the premises, or an individual having access to children/youth.	Does not expire
	2. Certified copy of the CBC (right to review) requested by the owner from the Louisiana State Police and presented to the provider.	No earlier than 45 days prior to the initial application being received by the Licensing Section.  Prior to the license being issued, the addition of a board member who meets the definition of an owner, an individual being present on the premises, or an individual having access to children/youth.	Expires one year from date of issuance. Before the expiration of the certified copy of the CBC (“right to review”), the individual shall request and receive another clear criminal background check in order for the owner to continue to be present in the child placing agency.

\* **“Contractor”** - any person who renders professional services, therapeutic services, enrichment services, or counseling to children/youth such as educational consulting, athletic, or artistic services within a child placing agency, whose services are not integral to either the operation of the child placing agency or to the care and supervision of children/youth. Contractors may include, but are not limited to social workers, counselors, dance instructors, gymnastic or sports instructors, computer instructors, speech therapists, licensed health care professionals, art instructors, state-certified teachers employed through a local school board, and other outside contractors. A person shall not be deemed a contractor if he is a staff person of the child placing agency.

\*FBI criminal record checks are acceptable in lieu of required Louisiana State Police criminal record checks.

\*FBI criminal record checks shall be obtained through local DCFS Child Welfare offices for Child Placing Agency potential and/or current foster/adoptive parents and through the Child Abuse and Neglect System (CANS) for potential hires.

\*FBI criminal record checks encompass a Louisiana State Police Check.

DCFS Licensing  
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