

Fingerprint- Based Criminal Background Check (CBC) Requirements for Residential-Type IV Providers effective June 1, 2020

Type of Individual	Documentation required	CBC Dated	CBC Expiration
Paid Staff/ Unpaid Staff/ Volunteers	Criminal history requested by the provider and clearance received through the FBI	Prior to but no earlier than 45 days of the individual being present in the facility or having access to the residents and/or children of residents.	Does not expire
Contractor (hired to perform work which involves contact with residents and or children of residents)	Criminal history requested by the provider and clearance received through the FBI	<p>Prior to but no earlier than 45 days of the individual being present in the facility or having access to the residents or children of residents.</p> <p>(Contractors hired to perform work which does not involve any contact with residents or children of residents, shall not be required to have a criminal background check if accompanied at all times by a staff person when residents or children of residents are present in the facility.)</p>	Does not expire
Louisiana Department of Education Staff or local school district staff	1. Criminal history requested by the provider and clearance received through the FBI, or	Prior to the individual being present in the facility or providing services to the residents or children of residents.	Does not expire
	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 the residents or children of residents. Note: a photocopy of the original affidavit shall be kept on file at the facility.	Prior to being present in the facility and working with the residents or children of residents.	Acceptable for the entire school year noted in the text of the affidavit and expires on May thirty-first of the current school year.

	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 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 at the facility.	Prior to being present in the facility and working with the residents or children of residents.	Acceptable for the entire school year noted in the text of the letter and expires on May thirty-first of the current school year.
Owner	Criminal history requested by the provider and clearance received through the FBI	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 residents and/or children of residents.	Does not expire

* **"Contractor"** - any person who renders professional services, therapeutic services, enrichment services, or counseling to residents and/or children of residents such as educational consulting, athletic, or artistic services within a residential home, whose services are not integral to either the operation of the residential home or to the care and supervision of residents and/or children of residents. 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/she is a staff person of the residential home.

*FBI criminal record checks shall be obtained through local DCFS Child Welfare offices for Residential Home staff.

*A new Federal Bureau of Investigation (FBI) criminal background clearance is required if an individual is terminated, resigns, or no longer provides services for longer than one 24-hour period and is then re-instated.

DCFS Licensing
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