

**Fingerprint- Based Criminal Background Check (CBC) Requirements for
Child Placing Agencies effective April 1, 2019**

Type of Individual	Documentation required	Dated	Expiration
Paid Staff Unpaid Staff Volunteers	1. Criminal history requested by and clearance received by child placing agency from 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. Portable clearance (right to review) presented to child placing agency from the Louisiana State Police	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 portable clearance (“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.
Contractor	1. Criminal history requested by and clearance received by child placing agency from 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. Portable clearance (right to review) presented to child placing agency from the Louisiana State Police	No earlier than 45 days of the individual being hired, being present on the premises, or having access to children/youth.	Expires one year from date of issuance. Before the expiration of the portable clearance (“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.
Potential Adoptive/Foster Parent	Criminal history requested by and clearance received by the child placing agency from the Louisiana State Police and FBI through the local DCFS office	No earlier than 45 days of the applicant being certified and/or having access to children/youth.	<p>Parents with CBCs dated prior to April 1, 2016, provider shall submit a new request to DCFS no later than April 1, 2020.</p> <p>Parents with CBCs dated prior to April 1, 2019, are acceptable for three years from date of issuance.</p> <p>CBCs obtained on or after 4/1/2019 shall be accepted for a period of three years from the date of issuance.</p>

<p>Household members aged 18 years and older excluding youth in DCFS custody</p>	<p>Criminal history requested by and clearance received by the child placing agency from the Louisiana State Police and FBI through the local DCFS office</p>	<p>No earlier than 45 days of the household member having access to children/youth or a 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>Owner</p>	<p>1. Criminal history requested by and clearance received by child placing agency from the Louisiana State Police, or</p>	<p>No earlier than 45 days prior to the initial application being received by the Licensing Section.</p>	<p>Does not expire</p>
	<p>2. Portable clearance (right to review) presented to child placing agency from the Louisiana State Police</p>	<p>No earlier than 45 days prior to the initial application being received by the Licensing Section</p>	<p>Expires one year from date of issuance. Before the expiration of the portable clearance ("right to review"), the individual shall request and receive another clear criminal background check in order to continue ownership of the child placing agency.</p>

* **“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 staff and potential foster/adoptive parents.

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