

**State Central Registry (SCR) Requirements for Residential Home Type IV**

<b>Type of Individual</b>	<b>La. SCR check dated</b>	<b>La. SCR Expiration</b>	<b>Out of state SCR check dated</b>
<b>Paid Staff Unpaid Staff Volunteer</b>	No earlier than 45 days of the individual being hired, being present on the premises or having access to residents and/or children of residents.	Expires 5 years from the date of issuance. Before the expiration of the SCR clearance, the provider shall request another SCR clearance in order for the individual to continue employment with or provide services for the residential home.	No earlier than 120 days prior to the individual being hired, being present on the premises or having access to residents and/or children of residents.  <b>PLEASE NOTE:</b> Individuals who continue to reside outside of the state of Louisiana and volunteer and/or work for a licensed provider in the state of Louisiana shall have clearances dated no earlier than 45 days prior to hire and/or having access to residents and/or children of residents.
<b>Contractor</b>	No earlier than 45 days prior to the individual providing services or having access to residents and/or children of residents.	Expires 5 years from the date of issuance. Before the expiration of the SCR clearance, the provider shall request another SCR clearance in order for the individual to continue to provide services for the residential home.	No earlier than 120 days prior to the individual providing services, or having access to residents and/or children of residents.  <b>PLEASE NOTE:</b> Individuals who continue to reside outside of the state of Louisiana and provide services for a licensed provider in the state of Louisiana shall have clearances dated no earlier than 45 days prior to hire and/or having access to residents and/or children of residents.
<b>Owner</b>	No earlier than 45 days prior to the initial application being received by the Licensing Section and/or the addition of a new board member who	Expires 5 years from the date of issuance. Before the expiration of the SCR clearance, the provider shall request another SCR clearance in order to	No earlier than 120 days prior to the initial application being received by the Licensing Section and/or the addition of

	meets the definition of an owner.	continue ownership of the residential home.	<p>a new board member who meets the definition of an owner.</p> <p><b>PLEASE NOTE:</b>          Individuals who continue to reside outside of the state of Louisiana but own/operate a residential home in the state of Louisiana shall have clearances dated prior to the issuance of the new license but no earlier than 45 days prior to the initial application being received by the Licensing Section.</p>
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\* **“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.

\*Louisiana State Central Registry Checks for owners, staff, volunteers, and contractors shall be submitted through the CANS system to DCFS Child Welfare.

\*State Central Registry clearances are not transferrable between owners.

DCFS Licensing  
 Section  
 Revised 05/06/2021