 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Child Welfare
	<b>Chapter No./Name</b>	DSS Policy Manual
	<b>Part No./Name</b>	4 – Human Resources
	<b>Section No./Name</b>	4 – 35 State Central Registry Check
	<b>Document No./Name</b>	SCR 3 - DCFS State Central Registry Clearance Request Form Instructions
	<b>Effective Date</b>	July 1, 2018

## ➤ PURPOSE

To request a check of the State Central Registry for **\* an individual as a perpetrator of certain child abuse or neglect investigations \*\*** on:

Any employee or potential employee of the department whose name appears on the SCR subsequent to December 31, 2009, and whose duties include:

- the investigation of child abuse or neglect,
- supervisory or disciplinary authority over children,
- direct care to a child, or
- performance of licensing surveys.

\*\*\*

## ➤ PREPARATION

The form is completed by the individual requesting that the Department of Children and Family Services **\* (DCFS) \*\*** conduct a search of the State Central Registry **\* as a perpetrator of child abuse or neglect \*\*** for persons whose job duties include:

- the investigation of child abuse or neglect,
- supervisory or disciplinary authority over children,
- direct care to a child, or
- performance of licensing surveys.

The potential employer and the potential employee complete the identifying information requested in the form.


The name, date of birth, race, sex and address must be completed. When the employee or potential employee elects to include the Social Security Number, it is more likely that the clearance information is accurate than if this number is not included.

The form is signed by both the employer or potential employer and the employee or potential employee. \*\*\*

Mail to the Department of Children and Family Services in that region.

When a clearance is conducted, the form is completed with the information on the bottom portion of the form.

**\* “Additional time is needed for this SCR clearance request” is completed when additional time is needed to conduct the clearance for administrative reasons. The individual completing the**

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clearance completes the section with their signature and the date of the notification to the Regional Administrator or designee. \*\*

\* “The name is not currently listed on the Louisiana State Central Registry” \*\* is checked when there is no information on the State Central Registry that identifies the employee or potential employee as a perpetrator of child abuse or neglect of a child in Louisiana.

“Unable to Determine” is checked when there is not sufficient information on the form to determine whether or not the person listed as the employee or potential employee was listed on the State Central Registry.

\* “The name is currently listed as a perpetrator on the SCR” \*\* is checked when \*\*\* the person is \* listed on the SCR as \*\* a perpetrator of child abuse or neglect \* and the valid finding with a status of appeal rights exhausted. \*\*

The Regional Administrator or designee signs and dates the form once the check is completed.

#### ➤ DISPOSITION

\*\*\* A copy of the form must be sent to the Division of Human Resources and maintained in accordance with the confidentiality provisions of civil service rule, statute, or court decisions.