 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Child Welfare
	Chapter No./Name	4 – Child Protective Services (CPS)
	Part No./Name	2 – Louisiana State Repository and Central Registry
	Section No./Name	Louisiana State Repository and Central Registry
	Document No./Name	4-260 Guide to Child Abuse/Neglect Background Clearances
	Effective Date	December 15, 2025

Guide to Child Abuse/Neglect Background Clearances

The State Repository of Abuse and Neglect is a repository of all reports of abuse and neglect, regardless of finding.

The State Central Registry is a listing of perpetrators of certain substantiated/justified findings of abuse/neglect as determined by the CPS Tiered Validity Decision System.

This guide provides direction for conducting Child Abuse/Neglect Background Clearances in the clearance module of ACCESS. It describes, by type of clearance requested, whether the clearance results should only include SCR Substantiated, information from the Repository, specific criteria for conducting the clearance, and who conducts the specific clearance types. Clearances of Safety Monitors are required, but are not completed in the ACCESS Clearance Module. Rather, searches of TIPS and ACCESS are completed at the local office.

For release of information to Law Enforcement (LE), District Attorney (DA) and Child Death Review Panel (CDRP), refer to Policy 1-515 Release to Law Enforcement Agencies, 4-210 Release of Information on the State Repository, and 4-900 Law Enforcement for guidance.

Type of Clearance Request	SCR Search Only	Repository Search	Other Considerations	Who Can Conduct the Search	Can results be released or utilized without Appeal Rights being exhausted	Substantiated must be cleared by PSRT before notification of right to appeal
Out of State Child Welfare Agencies Conducting Investigations or providing Family Services		Substantiated Only	Requests submitted through Child Abuse and Neglect Background System (CANS)	State Office	Yes	No



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Out of State Child Placing Agencies conducting home studies for foster children		Substantiated Only	Requests submitted through CANS Request. This is not for their employees.	State Office	No	Yes
In State Child Care Providers	XX		\$25.00 fee. Requested through the Louisiana Department of Education website.	State Office	No	Yes, SCR Substantiated Only
Owners, Operators, or participants in the governance of In State Child Care Providers, Volunteers, Directors, Contractors, etc. including Family Child Care Providers or In-Home Providers	XX (2018 forward)		\$25.00 fee. Requested through the Louisiana Department of Education website.	State Office	No	Yes, SCR Substantiated Only
Out of State Child Care Providers	XX		Requests submitted through CANS (DCFS website). \$25.00 fee.	State Office	No	Yes, SCR Substantiated Only



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In State DCFS licensed residential facilities, child placing agency, and maternity home	XX		Requests submitted through CANS (DCFS website). \$25.00 fee.	State Office	No	Yes, SCR Substantiated Only
Clearances on TFC or other private child placing agency employees, licensed by DCFS.	XX		Requests submitted through CANS (DCFS website). \$25.00 fee.	State Office	No	Yes
CASA Applicants (Volunteers)	XX		Must be requested by the Judge with court order and 29A. Results only released to the requesting Judge. 29A must be uploaded into clearance in ACESS.	State Office	No	Yes
In State Adoptions (Intra-family; Private, Agency)		Substantiated or as stated in court order	As per the court order for Adoption Petition. Can use the 29A; Can distribute results on a 29E Note: If the court order/petition requests SUBSTANTIATED ONLY choose 'In State Foster/Adoptive Parent applicants and adult household members, Both	State Office	No	Yes



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			<p>DCFS and TFC foster parents in ACCESS as the clearance type. If the court order/petition requests SUBSTANTIATED and INCONCLUSIVES choose 'In State Adoptions Substantiated and Inconclusives (Intra-family, Private, Agency) in ACCESS as the clearance type.</p> <p>A copy of each adult's legal identification/driver's license and witness signatures are required.</p>			
In-State and Out of State private adoption home studies conducted by a LCSW or LPC (also for private adoption agencies)		Substantiated	<p>Written Consent required; request on letterhead, and license of LPC or LCSW. 29A must be uploaded into clearance in ACCESS.</p> <p>A copy of each adult's legal identification/driver's license and witness signatures are required.</p>	State Office	No	Yes



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Visitation Resources for foster children		Substantiated Only	29A must be uploaded into clearance in ACESS. A copy of each adult’s legal identification/driver’s license and witness signatures are required.	State Office	No	No
DCFS Volunteers/Mentors/transportation providers/Tutors working with foster children	XX		Upon written request of the Agency and completion of 29A. 29A must be uploaded into clearance in ACESS. A formal agreement or MOU must be in place to meet the criteria for conducting these types of searches. A copy of each adult’s legal identification/driver’s license and witness signatures are required.	State Office	No	Yes



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In State Foster/Adoptive Parent applicants and adult household members, both DCFS and TFC foster parents		Substantiated and Inconclusives	<p>Upon completion of 29A. 29A comments <u>must</u> list all substantiated and whether or not each one is on the SCR or not. 29A must be uploaded into clearance in ACESS</p> <p>A copy of each adult’s legal identification/driver’s license and witness signatures are required.</p>	State Office	No	Yes
Louisiana OJJ - Office of Juvenile Justice employees		Substantiated Sexual Abuse Allegations	Upon written request of OJJ	State Office	No	Yes
Potential Caregiver for Employer’s Dependent child.		Substantiated Only	<p>Notarized 29A required and uploaded into clearance in ACESS.</p> <p>A copy of each adult’s legal identification/driver’s license and witness signatures are required.</p>	State Office	No	Yes




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Non-Certified Caregivers, Potential caregivers of children in DCFS Custody		Substantiated Only	29A required and uploaded into clearance in ACCESS. A copy of each adult’s legal identification/driver’s license and witness signatures are required.	State Office	No	Yes
Walk In Request to Determine if individual has any appealable substantiated allegations.		Substantiated Only	29C Required and uploaded into clearance in ACCESS. Release findings on 29D. A copy of each adult’s legal identification/driver’s license and witness signatures are required.	State Office	No – Released to individual	Yes
DCFS Child Welfare Employees (Child Welfare employee eligibility)	XX		SCR-3 Required. In ACCESS, the Clearance Type of “DCFS Volunteers/Mentors/Tutors” must be selected to produce the correct clearance results. A copy of each adult’s legal identification/driver’s license required.	State Office	No	Yes



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Employee or volunteer of a service provider who is obligated by contract with DCFS to conduct SCR checks prior to performing contracted duties in the CPS,FS, FC or Human Trafficking Advocacy programs within the Department	XX		SCR-3 Required A copy of each adult's legal identification/driver's license required.	State Office	No	Yes
Out of State Licensed Residential Facilities that home foster children or meet the federal definition of a child care institution.	XX		Requests submitted through CANS (DCFS website). \$25.00 fee.	State Office	No	Yes, SCR Substantiated Only
In State Licensed Office of Juvenile Justice Detention Center employees	X		Requests submitted through CANS (DCFS website). \$25.00 fee.	State Office	No	Yes
Louisiana Department of Health Licensed Therapeutic Group Home	XX		Requests submitted through CANS (DCFS website). \$25.00 fee.	State Office	No	Yes, SCR Substantiated Only

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In State School Administrators, Teachers, or Other School Employees	XX (2018 forward)		Requests submitted through CANS (DCFS website). \$25.00 fee.	State Office	No	Yes, SCR Substantiated Only

Note: For any clearance conducted where there is a substantiated investigation, and one of the substantiated allegations has a Tier Level of Undetermined, this must be referred to the PSRT for a determination of the Tier prior to taking any further action.