 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Executive Division
	Chapter No./Name	DCFS Departmental Policy
	Part No./Name	4-Human Resources
	Section No./Name	4-31- Conditional Offer of Employment
	Document No./Name	4-31- Conditional Offer of Employment
	Effective Date	December 2012

I. STATEMENT OF POLICY

It is the policy of the Department of Children and Family Services (DCFS) that all prospective employees must meet certain conditions before a final offer of employment with the Department is made.

II. PROCEDURES

Appointing Authority (or designee)

Appointing authorities or their designees are responsible for ensuring that no applicant is made a conditional job offer until first, the Human Resources Section has authorized such, and then, the DCFS Conditional Offer' of Employment Agreement form has been signed; no applicant is made a final offer until authorized by the Human Resources Section.

Manager/Supervisor

After authorized by both the Appointing Authority and Human Resources Section, the manager or supervisor of the vacant position is responsible for completion of information in the upper portion of the DCFS Conditional Offer of Employment Agreement form, and presenting the form to the prospective employee for signature. The original signed form shall be forwarded to the Human Resources Section with the other new hire enrollment forms and a copy shall be given to the prospective employee. A copy of the form may be maintained at the local office level.


Division of Human Resources

The Division of Human Resources is responsible for ensuring receipt of the original DCFS Conditional Offer of Employment Agreement form ([Adobe Version/Word Version](#)), and maintaining the form in the official human resources record of the prospective employee.

Conditions of Employment

It is mandatory that all prospective employees meet the following conditions of employment:


- Taking and passing a drug test (refer to [DCFS Policy 4-3](#), Substance Abuse Testing for DCFS Employees). This condition applies to all prospective employees of DCFS, unless the individual is transferring in from another state agency without a break in service. Prospective employees in safety-sensitive

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or security-sensitive positions will also be subject to periodic drug testing upon being hired.

- Agreeing to receive wage and compensation payments via direct deposit through electronic funds transfer into a checking or savings account at a financial institution authorized by the Division of Administration (refer to [DCFS Policy 4-26](#), Direct Deposit). This condition applies to all prospective employees of DCFS, unless an official waiver has been approved by the Office of State Uniform Payroll.
- Agreeing to allow recoupment of any and all funds received in error without the necessity of any action other than prior notification of the amounts paid in error (refer to [DCFS Policy 4-28](#), Recoupment of Overpayments). This condition applies to all prospective employees of DCFS.
- Submitting to and passing a criminal history check (refer to [DCFS Policy 4-36](#), Criminal Background Checks). This condition applies only to prospective employees 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.
- Submitting to and passing the State Central Registry check (refer to [DCFS Policy 4-36](#), State Central Registry Check). This condition applies only to prospective employees 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.
- Clearing the [Louisiana State Police Sex Offender and Child Predator Registry](#) check (refer to [DCFS Policy 4-36](#), Criminal Background Check). This condition applies only to prospective employees 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.
- Registering with the Selective Service System, or providing acceptable verification of exemption status (refer to [DCFS Policy 4-30](#), Selective Service Registration Requirement). This condition applies only to males who are 18 to 25 years of age.

Prospective employees who fail to meet the applicable conditions or refuse to sign the DCFS Conditional Offer of Employment Agreement form, shall not be made a final offer of employment with DCFS.

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III. FORMS AND INSTRUCTIONS

DCFS Conditional Offer of Employment Agreement form ([Adobe Version/Word Version](#))

Reference Check Form ([Adobe Version/Word Version](#))

IV. REFERENCES

[Louisiana State Police Sex Offender and Child Predator Registry](#)

[DCFS Policy 4-3](#), Substance Abuse

[DCFS Policy 4-18](#), Verification of Credentials

[DCFS Policy 4-24](#), Reference Checking

[DCFS Policy 4-26](#) , Direct Deposit

[DCFS Policy 4-28](#) – Recoupment of Overpayments

[DCFS Policy 4-30](#) – Selective Service Registration Requirement

[DCFS Policy 4-36](#) – Criminal Background Checks

DEFINITIONS

Conditional Offer of Employment Agreement Form : A document to be signed by an applicant that informs him/her that a conditional offer of employment is being made, and specifies the conditions that must be met for it to be considered a final offer of employment.

Prospective Employee: A “new hire” to state government, or a current employee transferring from one agency to another, who is subject to the conditions for employment.