



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Children's Administration, Division of Licensed Resources
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December 3, 2009

TO: All DLR staff
FROM: Darcey Hancock, DLR Administrator *DH*
SUBJECT: Background Check Process

I am writing to clarify and remind you of the procedures for conducting background checks. Effective immediately, **you must not use an applicant's childhood FamLink, child welfare, or dependency records as a basis for disqualification for unsupervised access.**

If the applicant's history as a minor indicates that an applicant may pose a risk to children, **before taking any action you must staff the issue with your Area Administrator, who will then staff with the DLR Administrator.**

It is also critical that you provide proper notice to individuals who are disqualified from providing care. Effective immediately, whenever an applicant does not pass a background check, DLR staff will send the applicant a formal disqualification letter as specified in WAC 399-06-0230. This formal disqualification letter will include information about the applicant's rights to an administrative hearing as defined in WAC 399-06-0240.

If you need additional information to clear private agency employees or private agency foster home applicants, you must make that request of the individual in writing. Do not interview private agency applicants directly regarding information in their background checks. If you have a release from the individual allowing us to share information with the private agency, the private agency may interview the individual to gather additional information.

DLR management will be working to develop clearer policy regarding the use of background checks to determine character and suitability in the near future.

Thank you.

cc: Denise Revels Robinson, Assistant Secretary
Michael Tyers, Interim Director, Field Operations