Guide to Background Checks

This guide is an extension of the Practices and Procedures 6800. Background Checks policy and for quick reference only. Background checks are:

- Required by state and federal law for the purpose of gathering criminal and negative action history information to assess the suitability of an individual;

- Conducted prior to authorizing unsupervised access to a child who is in the care and custody of the department, as well as any person employed at a group care facility, including those not directly working with children; and

- Not required for normal childhood activities up to 72 hours under the Prudent Parent Standard. For more information, go to **https://app.leg.wa.gov/rcw/default.aspx?cite=74.13.710** .

FINANCIAL AND BUSINESS SERVICES DIVISION

Reason for Request	How to Request	National Crime Information Center (NCIC)	FBI Background Check (Fingerprint-Based)	Washington State Background Check (Name and Date-of-Birth)	Washington Child Abuse/Neglect History Check (FamLink)	Out-of-State Child Abuse/ Neglect History Check Each State
Contracts When: - Issuing a new contract - Approving a new individual to work under a contract - Renewing a contract	1. Instruct individual to complete online Background Check Authorization form at **https://fortress.wa.gov/dshs/bcs** using Google Chrome web browser or manually complete Background Check Authorization DSHS 09-653 available online at **www.dshs.wa.gov/office-of-the-secretary/forms?field_ number_ value=09-653&title** for other languages. 2. Obtain individual's online confirmation code, full name, and date of birth or Background Check Authorization DSHS 09-653 and review for completeness. 3. Complete and email a Background Check Request/Decision DCYF 09-131 form available online at **www.dcyf.wa.gov/forms?field_number_value=09-131&title=** with "Contracts" selected as the purpose of the background check, and the Background Check Authorization DSHS 09-653 if completed manually, to **dcyf.bcu@dcyf.wa.gov** .	**NO**	**YES** if applicant, age 16 and older, has lived outside of WA in the last three years	**YES** if applicant, age 16 and older, has lived in WA for three years consecutively before application	**YES**	**NO**

Washington State Department of
CHILDREN, YOUTH & FAMILIES

CHILD WELFARE PROGRAMS AND FIELD OPERATIONS DIVISIONS

Reason for Request	How to Request	National Crime Information Center (NCIC)	FBI Background Check (Fingerprint-Based)	Washington State Background Check (Name and Date-of-Birth)	Washington Child Abuse/Neglect History Check (FamLink)	Out-of-State Child Abuse/ Neglect History Check Each State
CPS Investigations/ Family Assessment Response (NCIC Purpose Code C) This is not a requirement and completed at the discretion of the caseworker when assessing the child or youth and the caseworker's safety on adults related to the investigation / Family Assessment Response • Prior to the caseworker's initial visit to the home • When any new adult related to the investigation is identified and has not been previously assessed prior to completing a safety assessment	Call 1-800-998-3898 option 2 and be prepared to provide the following: • Intake number • Names and dates of births of adults who reside at the home where the abuse or neglect is alleged NCIC will process your request as soon as possible and send you a completed NCIC Purpose Code C Background Check Summary DCYF 09-154 available online at **https://www.dcyf.wa.gov/forms?field_number_value=09-154&title=** to help plan your response.	**YES**	**NO**	**NO**	**NO**	**NO**
Emergent Placement (NCIC Purpose Code X) When: • Determining if a child or youth can be placed with an unlicensed individual, including VPAs, that has not completed a background check and there is a sudden unavailability of the child or youth's current primary caregiver (e.g., parents, legal guardians, or licensed or unlicensed caregivers), or • An emergent placement could not be approved for an unlicensed home and child or youth was initially placed in licensed care, but another relative or other suitable person has come forward and the child or youth has been in licensed care for less than seven calendar days • When it is determined there are new or additional household members living on the premises where a child is placed Background checks: • Are required on all household members age 16 and older who may have unsupervised access to a child or youth, including those living on the premises • May be completed on youth under the age 16 with your supervisor's approval to ensure the safety of the foster child in the home	Call 1-800-998-3898 option 2 and be prepared to provide the name, date of birth, sex, race, contact information and social security number for all adults residing in the home where you want to place the child or youth. NCIC will determine if the emergent placement can be conditionally approved within one hour of your request. If conditionally approved, follow the instructions in the email sent to you by NCIC, which includes: 1. Instruct all household individuals age 16 and older to complete online Background Check Authorization form at **https://fortress.wa.gov/dshs/bcs** using Google Chrome web browser or manually complete Background Check Authorization DSHS 09-653 available online at **www.dshs.wa.gov/office-of-the-secretary/forms?field_number_value=09-653&title** for other languages. 2. Obtain individual's online confirmation code, full name, and date of birth or Background Check Authorization DSHS 09-653 and review for completeness. 3. Complete and email a Background Check Request/Decision DCYF 09-131 form available online at **www.dcyf.wa.gov/forms?field_number_value=09-131&title=** with "Out-of-home placement" selected as the purpose of the background check, and the Background Check Authorization DSHS 09-653 if completed manually, to **ncic@dcyf.wa.gov**.	**YES**	**YES** for: • All adults • Minors ages 16 and 17 who have lived outside of WA in the last three years Fingerprints must be submitted **within 15 calendar days** of NCIC request or child must be removed	**YES** for minors age 16 or 17 who have lived in WA for three years consecutively before application (under age 16 requires supervisor approval)	**YES**	**YES** from each state an individual age 18 or older has lived in the last five years

CHILD WELFARE PROGRAMS AND FIELD OPERATIONS DIVISIONS

Reason for Request	How to Request	National Crime Information Center (NCIC)	FBI Background Check (Fingerprint-Based)	Washington State Background Check (Name and Date-of-Birth)	Washington Child Abuse/Neglect History Check (FamLink)	Out-of-State Child Abuse/ Neglect History Check Each State
Placing a Child in Out-of-Home Care When: • Caregiver needs respite for a dependent child or youth • Court requests to use DCYF's placement resources for a CHINS case • ICPC and parent is not in the home and not a border agreement • Planned change in placement • Reinstatement of parental rights • Unlicensed placement with a relative or other suitable person • Voluntary Placement Agreement (VPA) Background checks: • Are required on all household members age 16 and older who may have unsupervised access to a child or youth, including those living on the premises • May be completed on youth under the age 16 with your supervisor's approval to ensure the safety of the foster child in the home	1. Instruct individual to complete online Background Check Authorization form at **https://fortress.wa.gov/dshs/bcs** using Google Chrome web browser or manually complete Background Check Authorization DSHS 09-653 available online at **www.dshs.wa.gov/office-of-the-secretary/forms?field_number_value=09-653&title** for other languages. 2. Obtain individual's online confirmation code, full name, and date of birth or Background Check Authorization DSHS 09-653 and review for completeness. 3. Complete and email a Background Check Request/Decision DCYF 09-131 form available online at **www.dcyf.wa.gov/forms?field_number_value=09-131&title=**, with "Out-of-home placement" selected as the purpose of the background check, and the Background Check Authorization DSHS 09-653 if completed manually, to **dcyf.bcu@dcyf.wa.gov**.	**NO**	**YES** for: • All adults • Minors ages 16 and 17 who have lived outside of WA in the last three years	**YES** for minors age 16 or 17 who have lived in WA for three years consecutively before application (under age 16 requires supervisor approval)	**YES**	**YES** from each state an individual age 18 or older has lived in the last five years

CHILD WELFARE PROGRAMS AND FIELD OPERATIONS DIVISIONS

Reason for Request	How to Request	National Crime Information Center (NCIC)	FBI Background Check (Fingerprint-Based)	Washington State Background Check (Name and Date-of-Birth)	Washington Child Abuse/Neglect History Check (FamLink)	Out-of-State Child Abuse/Neglect History Check Each State
Trial Return Home (Sirita's Law) **RCW 13.34.138** When: • Prior to returning a dependent child or youth home for all adult household members, including the parents • A background check is required for all adults even when the children are court-ordered to return home, or when a new adult resides in the home after reunification • This is not for the purpose of disqualification but to assess for any additional services needed to ensure the safety of the child prior to returning the child home • See 43051A. Trial Return Home online at **www.dcyf.wa.gov/4305-permanent-and-concurrent-planning/43051a-trial-return-home** for more information about assessing adult caregivers when returning a dependent child home	1. Instruct individual to complete online Background Check Authorization form at **https://fortress.wa.gov/dshs/bcs** using Google Chrome web browser or manually complete Background Check Authorization DSHS 09-653 available online at **www.dshs.wa.gov/office-of-the-secretary/forms?field_number_value=09-653&title** for other languages. 2. Obtain individual's online confirmation code, full name, and date of birth or Background Check Authorization DSHS 09-653 and review for completeness. 3. Complete and email a Background Check Request/Decision DCYF 09-131 form available online at **www.dcyf.wa.gov/forms?field_number_value=09-131&title=** with "Placement in parental home" selected as the purpose of the background check, and the Background Check Authorization DSHS 09-653 if completed manually, to **dcyf.bcu@dcyf.wa.gov**.	**NO**	**YES** only for adults	**NO**	**YES**	**YES** from each state an individual age 18 or older has lived in the last five years
ICPC Border Agreement When: • Prior to Oregon placing a dependent child in a bordering WA county • Only authorized for the following counties: Asotin, Benton, Clark, Columbia, Cowlitz, Franklin, Garfield, Klickitat, Pacific, Skamania, Wahkiakum, and Walla Walla Background checks: • Are required on all household members age 16 and older who may have unsupervised access to a child or youth, including those living on the premises • May be completed on youth under the age 16 with your supervisor's approval to ensure the safety of the foster child in the home	1. Instruct individual to complete online Background Check Authorization form at **https://fortress.wa.gov/dshs/bcs** using Google Chrome web browser or manually complete Background Check Authorization DSHS 09-653 available online at **www.dshs.wa.gov/office-of-the-secretary/forms?field_number_value=09-653&title** for other languages. 2. Obtain individual's online confirmation code, full name, and date of birth or Background Check Authorization DSHS 09-653 and review for completeness. 3. Complete and email a Background Check Request/Decision DCYF 09-131 form available online at **www.dcyf.wa.gov/forms?field_number_value=09-131&title=** with "ICPC Border Agreement placement" selected as the purpose of the background check, and the Background Check Authorization DSHS 09-653 if completed manually, to **dcyf.bcu@dcyf.wa.gov**.	**NO**	**YES** for: • All adults • Minors ages 16 and 17 who have lived outside of WA in the last three years	**YES** for all residents age 16 and older for initial placement (under age 16 requires supervisor approval)	**YES**	**YES** from each state an individual age 18 or older has lived in the last five years

CHILD WELFARE PROGRAMS AND FIELD OPERATIONS DIVISIONS

Reason for Request	How to Request	National Crime Information Center (NCIC)	FBI Background Check (Fingerprint-Based)	Washington State Background Check (Name and Date-of-Birth)	Washington Child Abuse/Neglect History Check (FamLink)	Out-of-State Child Abuse/Neglect History Check Each State
ICPC Placement with the Parent When: • Prior to placing a dependent child or youth from another state in Washington state with their parent	1. Instruct individual to complete online Background Check Authorization form at **https://fortress.wa.gov/dshs/bcs** using Google Chrome web browser or manually complete Background Check Authorization DSHS 09-653 available online at **www.dshs.wa.gov/office-of-the-secretary/forms?field_number_value=09-653&title** for other languages. 2. Obtain individual's online confirmation code, full name, and date of birth or Background Check Authorization DSHS 09-653 and review for completeness. 3. Complete and email a Background Check Request/Decision DCYF 09-131 form available online at **www.dcyf.wa.gov/forms?field_number_value=09-131&title=** with "Placement in parental home" selected as the purpose of the background check, and the Background Check Authorization DSHS 09-653 if completed manually, to **dcyf.bcu@dcyf.wa.gov**.	**NO**	**YES** only for adults	**NO**	**YES**	**YES** from each state an individual age 18 or older has lived in the last five years

Unsupervised Access
 	
When:
 	
• Authorizing unsupervised access to an unlicensed individual that is:
  – Not related to a normal childhood activity less than 72 hours
  – Regular and ongoing regardless of the length of time
• Babysitting
• Respite with unlicensed individual (unpaid substitute care)
• Safety-plan participant and the parent is not present
• Visiting frequently or staying at foster or kinship home for at least two weeks
• Support for case services
  – Supervising visits
  – Transportation
  – Unsupervised visitation
 	
Background checks are required on individuals age 16 and older who may have unsupervised access to a child or youth
	1. Instruct individual to complete online Background Check Authorization form at **https://fortress.wa.gov/dshs/bcs** using Google Chrome web browser or manually complete Background Check Authorization DSHS 09-653 available online at **www.dshs.wa.gov/office-of-the-secretary/forms?field_number_value=09-653&title** for other languages.
	
	2. Obtain individual's online confirmation code, full name, and date of birth or Background Check Authorization DSHS 09-653 and review for completeness.
	
	3. Complete and email a Background Check Request/Decision DCYF 09-131 form available online at **www.dcyf.wa.gov/forms?field_number_value=09-131&title=** with "Unsupervised access" selected as the purpose of the background check, and the Background Check Authorization DSHS 09-653 if completed manually, to **dcyf.bcu@dcyf.wa.gov**.
		NO	**YES**
			
			if applicant, age 16 and older, has lived outside of WA in the last three years
				YES
				
				if applicant, age 16 and older, has lived in WA for three years consecutively before application
					YES	**NO**

LICENSING DIVISION

Reason for Request	How to Request	National Crime Information Center (NCIC)	FBI Background Check (Fingerprint-Based)	Washington State Background Check (Name and Date-of-Birth)	Washington Child Abuse/Neglect History Check (FamLink)	Out-of-State Child Abuse/Neglect History Check Each State
Placements When: • Completing a home study for adoption or placement (licensed or unlicensed) • Issuing a new state or child placing agency (CPA) foster home license • New licensed provider, household members age 16 and older who may have access to a child, including those living on the premises • New certified respite provider	1. Instruct individual to complete online Background Check Authorization form at **https://fortress.wa.gov/dshs/bcs** using Google Chrome web browser or manually complete Background Check Authorization DSHS 09-653 available online at **www.dshs.wa.gov/office-of-the-secretary/forms?field_number_value=09-653&title** for other languages. 2. Obtain individual's online confirmation code, full name, and date of birth or Background Check Authorization DSHS 09-653 and review for completeness. 3. Complete and email a Background Check Request/Decision DCYF 09-131 form available online at **www.dcyf.wa.gov/forms?field_number_value=09-131&title=** with "Out-of-home placement" selected as the purpose of the background check, and the Background Check Authorization DSHS 09-653 if completed manually, to **dcyf.bcu@dcyf.wa.gov**.	**NO**	**YES** for: • All adults • Minors ages 16 and 17 who have lived outside of WA in the last three years	**YES** for minors age 16 or 17 who have lived in WA for three years consecutively before application	**YES** regardless of household member's age	**YES** from each state an individual age 18 or older has lived in the last five years
Renewals When: • Renewing a state or CPA foster home license – For youth who have turned 18 years old, submit with "Out-of-home placement" selected as the purpose of the background check. • Renewing certified respite provider	1. Instruct individual to complete online Background Check Authorization form at **https://fortress.wa.gov/dshs/bcs** using Google Chrome web browser or manually complete Background Check Authorization DSHS 09-653 available online at **www.dshs.wa.gov/office-of-the-secretary/forms?field_number_value=09-653&title** for other languages. 2. Obtain individual's online confirmation code, full name, and date of birth or Background Check Authorization DSHS 09-653 and review for completeness. 3. Complete and email a Background Check Request/Decision DCYF 09-131 form available online at **www.dcyf.wa.gov/forms?field_number_value=09-131&title=** with "Renewal" selected as the purpose of the background check, and the Background Check Authorization DSHS 09-653 if completed manually, to **dcyf.bcu@dcyf.wa.gov**.	**NO**	**YES** if applicant or household member, age 16 or older, has lived outside of WA in the last three years	**YES** for all applicants or household members age 16 or older who have lived in WA for three years consecutively before application	**YES** regardless of applicant or household member's age	**NO**
Group Care (GC) Facility and Child Placing Agency (CPA) Employee, Intern, or Volunteer When: • New hire or re-hire of GC employee, intern, or volunteer • New hire or re-hire of CPA employee, intern, or volunteer • New or renewing a GC facility or CPA license	GC and CPA agencies submit background check requests directly to the DCYF Background Check Unit on Group Care, CPA and RPS Staff Background Check Request / Decision DCYF 09-133 form.	**NO**	**YES** for all new GC staff for CPA staff who have lived outside of WA in the last three years	**YES** for renewing GC staff who has lived in WA since last fingerprint check for CPA staff who has lived in WA for the last three years	**YES** regardless of applicant's age	**YES** For GC staff, from each state an individual has lived in the last five years