TO: FOSTER FAMILY AGENCIES

Original signed by Pamela Dickfoss

FROM: PAMELA DICKFOSS
Deputy Director
Community Care Licensing Division

SUBJECT: PIN 16-03-CRP: RESOURCE FAMILY APPROVAL (RFA) FOSTER FAMILY AGENCIES (FFAs) BACKGROUND CHECK ASSESSMENT

Provider Information Notice (PIN) Summary

This PIN provides information and guidance on how to contact the Department to receive Licensing Information System (LIS) and Legal Administrative Action Records System (LAARS) checks.

This PIN is intended to provide FFAs instructions on how to contact the Department to obtain LIS and LAARS checks from the LIS/LAARS Check Unit (LLCU). As part of the RFA Program, per Section 88331.3 of the FFAs Interim Licensing Standards, the background check assessments include obtaining checks for prior licensing-related disciplinary actions and history through LIS and LAARS which are maintained by the Department.

The requesting agency must complete the Resource Family Approval LIS and LAARS Check Request form for each applicant and all adults residing or regularly present in the home of an applicant or Resource Family. The form, password encrypted if containing social security numbers, must include the name (required), date of birth (required), social security number (when available), FFA name, and FFA contact information for all applicants. To ensure highest efficiency, it is recommended that FFAs include multiple checks on a single form. Once completed please attach and email the form to LLCU at CLLISLAARSChecks@dss.ca.gov. Please ensure that the form is completed correctly and includes all required information.
The form may be obtained by accessing the following link:

Resource Family Approval LIS and LAARS Check Request Form
The Department is requesting that each FFA shall identify and provide LLCU the name of the contact designated to submit LIS/LAARS check requests on behalf of the agency. Within 15 days of receiving a request, LLCU will provide the results of the LIS/ LAARS checks to the identified designee of the FFA.

In the near future LLCU along with the Children’s Residential Program Training Unit will be developing an instructional resource that will include information on how to interpret the results of the LIS and LAARS checks.

If you have any questions, please contact LLCU, Statewide Children’s Residential Program Office at (916) 651-7140 or by email at CCLLISLAARSChecks@dss.ca.gov.