

INSTRUCTIONS FOR COMPLETING THE LIC 9210 (QUARTERLY COUNTY EXEMPTION REPORT)

Type or print clearly.

1. Enter the name of the county.
2. Enter the facility type, either Family Child Care Home or Foster Family Home.
3. Enter the county liaison's name who is assigned to your county.
4. Enter the county liaison's phone number.
5. Enter the year of the report.
6. Check the appropriate reporting period.
7. List the subject's name as it appears on the Department of Justice criminal record. It is not necessary to list all of the aliases as reflected on the rap sheet.
8. Enter the facility name and number listed on the license.
9. Enter the subject's social security number.
10. Enter the subject's date of birth.
11. Enter the appropriate reporting source: Department of Justice (DOJ), Federal Bureau of Investigation (FBI), self reported on LIC 508 (self), or transferred from another licensing agency (transfer).
12. Enter the type of exemption. Use the following legend: Standard (ST), Simplified (SM), Conditional (C), Individual (I), Non-Exemptible (N) or Denied (D).
13. List the year of conviction, the type of conviction [Misdemeanor (M) or Felony (F)], and the criminal violation code number and title identified on the RAP sheet. Include all convictions both self-disclosed and from the RAP sheet and list one crime on each line of the form. If the subject was on informal or formal probation, note date ended.
14. Enter the individual's association with the facility. Use the following legend: Applicant (A), Licensee (L), Relative/Family Member (R), Individual (I), Employee (E), Other Adult in the Home (O).
15. List any additional information, i.e., any additional reports requested such as PD reports, convictions which were pleaded down or dismissed, and if the case was discussed at a legal consultation with your county liaison and staff attorney. Did a minor, non-serious conviction stem from an arrest for a violent crime? If so, was a crime report reviewed? Please indicate if the crime(s) upon which the exemption was determined, considered this "potential for violence" factor in the exemption decision. Note: a violent crime is a crime that, upon evaluation of the code section violated and/or the reports regarding the underlying offence, presents a risk of harm or violence. List if the exemption was transferred from another licensing agency, the date of the transfer approval, and which licensing agency approved the original exemption.