



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES



EDMUND G. BROWN JR.
GOVERNOR

February 15, 2016

PIN 17-02-CRP

TO: ALL COUNTY WELFARE DIRECTORS
CHIEF PROBATION OFFICERS OF CALIFORNIA

FROM: *Original signed by Pamela Dickfoss*
PAMELA DICKFOSS
Deputy Director
Community Care Licensing Division (CCLD)

SUBJECT: PIN 17-02-CRP: COUNTY RESOURCE FAMILY
APPROVAL (RFA) LIS CHECK INSTRUCTIONS

Provider Information Notice (PIN) Summary

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

The Department's CCLD has a newly established LIS/LAARS Check Unit (LLCU) that will be performing all LIS checks on behalf of all 58 counties. The counties will conduct their own Legal Administrative Action Records Systems (LAARS) checks. The LLCU will also be conducting LIS and LAARS checks on behalf of the Foster Family Agencies for RFA. To assist in this process this new unit was created.

This notice provides instructions for counties to request LIS checks from the Department as required in the RFA Written Directives Section 6-03 A(6) for the RFA Program. The LIS results will inform a county of current or past licensing associations with CCLD, criminal record clearances or denials, or other Administrative Actions when assessing a family's background for RFA.

The requesting county must complete the RFA Background Check Assessment LIS 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 (if available), county name, and county social worker contact information for all individuals listed. To ensure efficiency, it is recommended that counties include multiple checks on a single form and submit requests on a weekly basis.

Once completed, email the form to the LLCU at CCLLISLAARSChecks@dss.ca.gov. Please ensure the form is completed correctly and includes all required information. The form may be obtained by accessing the following link:
<http://www.cdss.ca.gov/inforesources/Childrens-Residential/Resources-for-Providers/LIS-LAARS-Check-Unit>

The Department is requesting that each county identify and provide LLCU the name of the contact designated to submit LIS/LAARS check requests on behalf of the county. The LLCU will provide the results of the LIS checks to the identified designee of the county. For LIS checks completed with no results, the LLCU will identify "None" on the form, which can be noted on the Resource Family Background Checklist Form (RFA 02). The Department's goal is to respond within 15 business days of receiving a request

If you have any questions or wish to follow up on a request, please contact LLCU, Statewide Children's Residential Program Office at (916) 651-7140 or by email at CCLLISLAARSChecks@dss.ca.gov.