



State of Louisiana
Department of Social Services
Office of Family Support

KATHLEEN BABINEAUX BLANCO
GOVERNOR

Division of Child Care and Early Childhood Education
CHILD CARE LICENSING AND REGULATORY SECTION
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ANN SILVERBERG WILLIAMSON
SECRETARY

December 6, 2007

NOTICE OF NEW CRIMINAL BACKGROUND RESULTS REQUIREMENT

Dear Provider:

This letter is to notify you of important new **CHANGES** in the application of the child care minimum standards on criminal background clearances. **THIS LETTER CHANGES PREVIOUS POLICY AND CONTAINS IMPORTANT INFORMATION THAT MAY AFFECT YOUR LICENSE!**

Effective immediately, the Child Care Licensing and Regulatory Section will require all center staff of any child care facility to have the results of a criminal record check from State Police in hand prior to the individual being present in the child care facility. In the past, DSS had accepted proof of submission of a criminal background request as documentation of a satisfactory criminal record check. Louisiana State Police now has results available on-line, allowing providers immediate access to criminal history information.

Therefore, effective immediately you **MUST RECEIVE** a report from Louisiana State Police showing that the individual has no enumerated convictions **BEFORE THEY ARE PRESENT IN THE CENTER!** Hiring, continuing to employ, or presence of any person whose personnel file does not contain a satisfactory criminal background check showing that the person has no enumerated convictions will be cited as a violation of the child care minimum standards and could result in the loss of your license.

To reiterate: If submitted via the internet, you must have documentation of the electronic response noting "no disqualifying information was found" from State Police. If submitted via mail, you must have documentation of a clearance from State Police **BEFORE THE INDIVIDUAL IS PRESENT IN THE CENTER.** It is important that you take notice of this new policy, as it changes previous interpretation. The Child Care Licensing and Regulatory Section will **NOT ACCEPT** proof of submission of the clearance form - - you **MUST** have the actual results back from State Police before the individual is present in the center.

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If you have any questions please feel free to call a Licensing Manager, Amy St. Dizier or Sandra Abate at (225) 342-9905.

This new procedure MUST be followed for all persons hired or sought to be hired on or after December 17, 2007. In addition, this procedure also affects individuals hired for which you have not submitted a criminal record request to Louisiana State Police as of December 17, 2007. You may choose either the on-line procedure or the hard-copy procedure. The choice of method to submit background check requests is your choice. However, the on-line procedure will allow you to obtain criminal history results without delay. PLEASE NOTE that you must still wait to receive the criminal background check results before hiring any applicant even if you choose the hard-copy procedure. You may register on-line at <http://laapps.dps.louisiana.gov/> to begin the on-line procedure.

Note: Do not type "www." in front of the Internet address! Click the "Register" link to register.

If you have any questions regarding the submission procedures, please contact Regina Bonds at (225) 287-7419 or Elizabeth Hardin at (225) 925-6093 with Louisiana State Police.

DSS is committed to serving children in high quality centers in accordance with state laws and regulations. We feel this change in policy will help better protect the children in licensed child care centers in and we are grateful to you, the provider community for your partnership and working with us to advance this goal.

Sincerely,



Angie B. Rollins
Acting Director