

CHILD PLACING AGENCY (CPA) Foster Home Background Check Steps - CPA

1. Foster parent (FP)/applicant/household member age 16 and over


- Submit the "Background Check Authorization (DCYF 09-653)" (BAF) online via <https://fortress.wa.gov/dshs/bcs>, accessed through Google Chrome or Microsoft Edge.
- Each individual will be given an option to email the confirmation code to up to three different email addresses. CPA licensor needs to provide each individual with an email to input in this section.

2. FP/applicant/household member age 16 and over completes and submits the below forms to CPA Licensor

- Background Confirmation and Out of State Check (DCYF 15-460)
- Authorization and Consent to Share Records (CPA Home) (DCYF 15-824A)

3. CPA Licensor

- Verify a non-expired government ID of FP/applicant/household member.
- Review the forms in #2 to ensure the information is completed accurately.
- If a 16 or 17-year-old does not have a driver's license or passport, a school ID is acceptable.
- CPA Licensor will submit forms in #2 to Regional Licensor.

 LICENSING DIVISION (LD)
Background Confirmation and Out of State Check

Visit the Background Check Central Unit (BCCU) at <https://fortress.wa.gov/dshs/bccu/> (access through Google Chrome) to fill out the Background Check Authorization Form. This will take you approximately 15 minutes. Please ensure you have enough time before starting the background authorization process.

Once completed, you will receive an online confirmation code. Enter that code here:
Online confirmation code:

Background authorization for:

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	BIRTHDATE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please list any other prior names used; include first, middle, last names, nicknames, and maiden names.

FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have additional names, please attach an additional sheet of paper.

Provider Associated with this Background Check

FOSTER FAMILY NAME (if applicable)	CPA NAME (if applicable)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Tip: It is helpful if CPA licensor fills in their email address in the "CPA NAME" box of Background Confirmation and Out of State (DCYF 15-460) so Regional Licensor can email CPA Clearance Notification to CPA licensor in a timely manner.

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Licensing Division

Approved for distribution by Jeanine Tacchini,
Foster Care Licensing Senior Administrator



Washington State Department of
CHILDREN, YOUTH & FAMILIES

4. Regional Licensors (RL) reviews two forms received from CPA licensors for accuracy and either returns to CPA licensors for correction or sends the forms to LD Administrative Support.

5. LD Administrative Support processes background documents.

6. DCYF BCU processes the request.

- a. For FP/applicant/any adult household member(s), DCYF BCU emails the fingerprint appointment instruction to each individual with “cc” to CPA licensors and RL. The confirmation code is valid for 90 days only and it is important FP/applicant/any FP(s)/applicant(s)/any adult household member(s) completes the fingerprint in a timely manner.
- b. FP/applicant/any adult household members who have resided in WA for less than 5 years may receive additional, “Out of State Child Abuse/Neglect Check” form(s) for each State they had lived in the last 5 years. It is CPA licensors’ responsibility to ensure that anyone receiving these additional forms carefully follow the email instructions sent by DCYF BCU and return the form in a timely manner.
- c. For any household member age 16 and 17 who has resided in WA for the last 3 consecutive years, DCYF BCU completes WSP/In-State check only.
- d. For any household member age 16 and 17 who has resided outside WA in the last 3 years, DCYF BCU emails the fingerprint appointment instruction to the individual with “cc” to CPA licensors and RL. The confirmation code is valid for 90 days only and it is important that the individual completes the fingerprint in a timely manner.

8. Regional Licensors completes child welfare history check and sends CPA Background Clearance Notification to CPAs.

Kinship License

- a. For a Kinship license, CPA licensors must check with applicant(s) to see if they have either submitted an online BAF or fingerprinted already thru Kinship Notification Unit (KNU).
 - i. If “no,” start from #1 above and follow the rest of steps in this document.
 - ii. If “yes,” CPA licensors communicate with RL so RL can look up FamLink background tab to verify, including the expiration date, and
 - A. Once kinship applicant(s) have submitted BAF through Child Welfare or KNU,

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they do not need to re-submit BAF and/or re-fingerprint. RL communicates with KNU (see FamLink for the assigned KNU worker).

GUIDELINES TO FOLLOW FOR BEST PRACTICE

- a. Prior to CPA inquiring about BG check clearance status to RL, please ensure that CPA checks with FP/applicant/any adult household member to see if they have completed the fingerprint; often times the delay is due to FP/applicant/any adult household member's untimely fingerprint.
- b. A copy of the online BAF is not required by RL and it should not be kept in the RL or CPA file.
- c. WAC 110-148-1320 When will the department grant me a foster family license? (3a-c)
 - i. You, your household members, individuals living on any part of your property, and anyone else having unsupervised contact with your foster children must pass a background check, as required by chapter [110-04](#) WAC:
 - A. Anyone 16 years old or older must pass a background check;
 - B. Anyone younger than 16 years old must pass a background check if the department determines one is warranted to ensure the safety of a child;
 - C. Anyone 18 years old or older must pass an FBI fingerprint-based background check, unless the individual is unable to obtain fingerprints due to a mental or physical disability and can provide documentation of such disability to the department; and
 - D. Anyone 18 years old or older must complete a child abuse and neglect registry check from each state they have lived in over the past five years indicating:
 - I. No license denials or revocations from an agency that regulates the care of children or vulnerable adults, unless the department determines that you do not pose a risk to a child's health, safety, well-being and long-term stability; and
 - II. No finding or substantiation of abuse or neglect of a child or a vulnerable adult, unless the department determines that you do not pose a risk to a child's safety, well-being, and long-term stability.