

Criminal History Check Method Table

| SUBJECT INDIVIDUAL ▼▼ TYPES ▼▼ | METHODS ¹ | | |
|--|--|---|---|
| | Non-emergency request mailed to the Background Check Unit (BCU). Must include fingerprint cards unless for foster renewal. | Emergency request faxed to BCU for same-day processing | LEDS check run by LEDES Operator in the field, followed, when required, by a request for fingerprint-based check by the BCU. |
| Foster/Adoptive applicant or other adult living in the household of an applicant. | <i>Use this method for all non-child-specific certifications and for any child-specific certification where there is not a need for emergency placement</i> | <i>Use this method when the LEDES check is needed for purposes of emergency placement, and the BCU is operational and can provide the results in time for emergency certification and placement to occur.²</i> | <i>Use this method when the LEDES check is needed for purposes of emergency placement outside of the BCU's normal hours of operation or when it is too close to the end of their operating hours for the BCU to process the request in time for the emergency certification and placement to occur.</i> |
| Foster/Adoptive parent or other adult living in a foster/adoptive home in need of certification renewal. | <i>Use this method for all checks needed for certification renewal unless completed consent forms (1011F) are not received in time to ensure that results can be obtained from the BCU before current certification expires.</i> | <i>BCU does not accept faxed emergency requests for purposes of certification renewal.</i> | <i>Use this method only if completed consent forms (1011F) are not received in time for LEDES to be processed by the BCU and results returned before current certification expires.</i> |
| Respite provider for a certified foster family. | <i>Use this method for all respite providers unless emergency approval of the respite provider is needed in order for a placement to occur or to prevent disruption of an existing placement.</i> | <i>BCU does not accept faxed emergency requests for respite providers.</i> | <i>Use this method only when approval of a respite provider is needed in order to make a placement or preserve an existing placement, and it's not possible to obtain LEDES from BCU in time.</i> |

¹ Regardless of method for obtaining criminal history information, the rules governing what to do with the information remain the same (policy I-G.1.4)

² Following receipt of a faxed request, BCU typically will return results via fax within hours.