

MANUAL TRANSMITTAL

Arkansas Department of Human Services
Division of Children and Family Services

Policy Form Policy Directive
Service Programs Forms Manual

Issuance Number: FSPP 2004-03
Effective Date: March 17, 2004

From: Roy Kindle, DCFS Director

Expiration Date – Until
Superseded

Subj.: Executive Directive: Request for Local Criminal Record Check of Adoptive Parent (CFS-349a) or of Foster Parent (CFS-349b)

The Division of Children and Family Services (DCFS) is committed to ensuring that only fully qualified people are allowed to become foster parents or adoptive parents. DCFS is concerned about the best interests of the child, whose health and safety are of paramount importance.

When prospective foster and adoptive parents are being evaluated, a critical step is to request a criminal record check by the Arkansas State Police. This applies to anyone age fourteen (14) or older, living in the home of the prospective foster or adoptive parents. However, the state police criminal database may not always be fully up to date regarding local crimes. Sometimes, information about crimes that were handled by local law enforcement has not been reported to or loaded into the state police database. Therefore, state police criminal record checks alone may not disclose all the information about a person's criminal record, if any. Consequently, it is essential that a **local** criminal record check be requested along with the state police record check.

To standardize the request for a local criminal record check, two new forms were developed. Those forms are the Request for Local Criminal Record Check of Adoptive Parents (CFS-349a) and the Request for Local Criminal Record Check of Foster Parents (CFS-349b). Effective immediately, when a state level criminal record check is requested, a CFS-349a or CFS-349b, as appropriate, will be completed and submitted at the same time.

- CFS-349a and CFS-349b were developed to serve as the documents on which to collect identifying information about every person in a household who is 14 years old or older. The information includes a full name, maiden name (if appropriate), social security number, race, gender and date-of-birth. The CFS-349a and CFS-349b also provide a place for each person identified to sign and date the form, authorizing the local criminal record check. The CFS-349a, when completed, is sent to the Adoption Services Unit before being forwarded to the local law enforcement agency. The CFS-349b is sent directly by the Foster Care Worker to the local law enforcement agency.

	Form to be Added	Dated
	CFS-349a	00/2004
	CFS-349b	00/2004

Inquiries to: Policy Unit, 682-8750
Attachment