• Only DCFS staff who have completed the online CJIS Security Training can view FBI criminal results. Staff who require this training must contact Dennis Robins at dennis.robins@dhs.arkansas.gov who will then set up a training account for that staff person.

• FBI and state criminal background check results CANNOT be shown or emailed to anyone except other DCFS staff and Office of Chief Counsel (OCC) attorneys and only when “SENSITIVE” is typed in the subject line of the email.

• This means FBI and state criminal background check results CANNOT be shown or emailed to AALs, parent counsel, CASA, Prosecuting Attorney, CACD, Office of Child Support Enforcement, Division of Developmental Disabilities Services (DDS) employees, Division of Child Care/Early Childhood Education (DCC/ECE) employees, Division of Youth Services (DYS) employees, home study contract providers/volunteers, university partners, child welfare agencies in other states for ICPC purposes, or even the subject of the background checks themselves (e.g., We run an FBI background check on John Smith who wants to become a foster parent. We cannot email the results to John Smith).

• If requested, we may show the paper copy results of FBI and state criminal background check results to the subject of the check and the subject’s attorney. However, we cannot give the subject or the subject’s attorney the results, or copies of the results, to take with them. The subject and/or subject’s attorney would have to come to the DHS County Office, look at the paper results, and leave those results with DCFS staff at the DHS County Office.

• If AALs, parent counsel, CASA, Prosecuting Attorney, CACD, Office of Child Support Enforcement, DDS employees, DCC/ECE employees, DYS employees, home study contract providers/volunteers, university partners, or child welfare agencies in other states for ICPC purposes inquire about FBI and/or state criminal background check results, the only information that DCFS can share with those entities is that the subject of the background checks is either eligible or ineligible based on the results. No specific information about hits on the background check, or lack thereof, may be shared with these entities.

• DCFS may share the specifics of FBI and state criminal background checks with the Child Welfare Agency Review Board (CWARB, the “licensing board” but please note this does NOT include Placement and Residential Licensing Unit (PRLU) employees), but only via paper copies during the board meeting. All paper copies must be collected and shredded at the end of the meeting.

• For traditional foster and adoptive parent applicants, DCFS Centralized Inquiry Staff will make notes regarding any criminal or child maltreatment background offenses in the provider record in CHRIS. If the local office decides to pursue any policy waivers and/or alternative compliances related to the offenses, then they will follow established procedures in that regard. Once any policy waivers and/or alternative compliances have been approved or denied for that applicant, the Centralized Inquiry Unit will send the original FBI and state criminal background check results to the local county office.
  o Upon receipt of the results, the assigned Resource Worker will need to complete a CFS-346: Background Check Results form. The Resource Worker will then need to maintain the results of FBI and state criminal background checks in the hard files of foster and
adoptive parent applicants and approved providers. However, these results must be placed in a sealed manila envelope marked “Criminal Background Check Results.” The CFS-346: Background Check Results form should be attached to that manila envelope.

- For provisional foster parent applicants, the resource worker will keep a copy of the original FBI and state criminal background check results in the hard file of provisional applicants and approved provisional applicants. However, these results must be placed in a sealed manila envelope marked “Criminal Background Check Results.” The CFS-346: Background Check Results form (to be completed by the Resource Worker) should be attached to that manila envelope (Centralized Inquiry Unit does not process provisional applicants/providers).

- DCFS may include paper results of the FBI and state criminal background checks in the adoption packets that go to court; however, AALs cannot see the specifics of the results or receive their own paper copies of the results.

When questions or concerns arise, please refer stakeholders to Title 28, U.S.C., § 534 (b); Title 42, U.S.C., § 14616, Article IV (c); Title 28, C.F.R. § 50.12 (b)).