

# Step-by-Step Background Check Process for Child Placing Agency (CPA) Staff

1. Applicant completes the online Background Check Authorization form using Google Chrome only at: <https://fortress.wa.gov/dshs/bcs/>. The applicant will receive a confirmation code after filling out the form. They will need to save this code and they will be given an option to email the code to three different email addresses. CPA will need to provide the applicant with an email to put in this section. For other languages, applicant manually completes the BAF available at [DCYF Forms | Washington State Department of Children, Youth, and Families](#).
2. CPA reviews forms from applicant for completeness and legibility and returns to applicant for corrections if necessary.
3. CPA fills out Section 1A of the [Group Care or CPA Request/Decision form 09-133](#) and sends completed form(s) to the DCYF Background Check Unit (BCU) at [dcyf.rlgcclearances@dcyf.wa.gov](mailto:dcyf.rlgcclearances@dcyf.wa.gov) and copies the DCYF Licensing Division (LD) Licensors. Please send one request per email. Note: CPA does not need to send any additional forms to DCYF BCU at this time.
4. DCYF BCU reviews forms for completeness and enters the request into the Department of Social and Health Services (DSHS) Background Check System (BCS) or returns form(s) to the CPA if corrections or additional information is needed.
5. DSHS receives request and issues a fingerprint appointment form for applicants who have lived outside of WA in the last three years or a final in-state result when a fingerprint check is not required to DCYF BCU.
6. When a fingerprint check is required, DCYF BCU emails the fingerprint appointment form or mails the form to the applicant if they did not provide an email address. DCYF BCU includes the CPA in the email or will email separately if the forms are mailed to the applicant.
7. DCYF BCU reviews all background information when final result is received (in-state or fingerprint) and determines if further review by the DCYF Suitability Assessment Unit (SAU) is required. If a suitability assessment is not required, DCYF BCU reviews the criminal history, FamLink and available child abuse and neglect history for negative

actions and renders a decision (see Step 12). The [Authorization and Consent to Share Records form 15-824b](#) may be required if needed to render a decision.

8. If a suitability assessment is required, the DCYF BCU emails the suitability assessment request to the SAU and copies the CPA requestor(s).
9. A Suitability Assessment Specialist is assigned and does the following:
  - Reviews criminal and negative action history, CPS referral history, and requests court and law enforcement records for crimes that may relate directly to child safety.
  - Sets up a trauma-informed interview with the applicant to discuss the criminal or negative action history, services ordered and completed, rehabilitative efforts and changes in the applicant's life since the conviction or negative action.
10. Decision-making authority reviews and renders a final decision to pass or not pass based on the following criteria:
  - The amount of time passed since crime or negative action;
  - The seriousness of the crime or negative action;
  - Age at time of conviction or negative action;
  - Completion of services or other evidence of rehabilitation
  - The purpose of the background check and/or role;
  - If applicant received a Certificate of Restoration of Opportunity (CROP) or Certificate of Parental Improvement (CPI).
11. Decision-making authority forwards final decision to DCYF BCU.
12. DCYF BCU sends decision to pass or not pass applicant to CPA requestor(s) listed on the Request/Decision form and the DCYF LD licenser copied on the original background check request email.
13. DCYF BCU Documents decision in FamLink background check tab under the applicant's Person ID.
14. DCYF BCU emails or mails a letter the applicant to notify them of background check result if they passed with history or did not pass and provides instructions on how to request a copy of their result.