

# Step-by-Step Background Check Process for Group Care Agencies

1. Applicant completes the online Background Check Authorization form using Google Chrome only at: <https://fortress.wa.gov/dshs/bcs/> 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 up to three different email addresses. Group care agency will need to provide the applicant with an email to put in this section. For other languages, applicant manually completes the *DSHS 09-653 Background Check Authorization form (BAF)* available at [DCYF Forms | Washington State Department of Children, Youth, and Families](#).
2. Applicant must provide their confirmation code/name/ date-of-birth or completed BAF to group care agency. They must also provide states they have lived in last five years other than WA (when applicable).
3. When a BAF is received from applicant, group care agency reviews for completeness and returns to applicant for corrections if necessary.
4. Group care agency completes Section 1A and 1B of the [Group Care or CPA Request/Decision form 09-133](#) and sends with the BAF (when applicable) to the DCYF Background Check Unit (BCU) at [dcyf.rlgcclearances@dcyf.wa.gov](mailto:dcyf.rlgcclearances@dcyf.wa.gov). Please send one request per email.
5. DCYF Background Check Unit (DCYF BCU) reviews forms for completeness; determines if the applicant requires child abuse and neglect history checks from other states.
6. DCYF BCU enters the request into the Department of Social and Health Services (DSHS) Background Check System (BCS) or returns form(s) to the applicant and the group care agency if corrections or additional information is needed.
7. DSHS receives request and issues a fingerprint appointment form to DCYF BCU.
8. DCYF BCU emails the fingerprint appointment form and child abuse and neglect forms, if applicable, to the applicant or mails the forms to the applicant if they did not provide an email address.
9. Applicant schedules and completes electronic fingerprinting.

10. Fingerprints are processed through the Washington State Patrol (WSP) and the Federal Bureau of Investigations (FBI).
  11. When the result is received, DCYF BCU reviews all background information 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.
  12. If a suitability assessment is required, the DCYF BCU emails the suitability assessment request to the SAU. A 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.
  13. 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 since conviction or negative action;
    - The purpose of the background check and/or role
    - If applicant received a CROP or CPI.
    - Decision-making authority forwards final decision to DCYF BCU.
  14. DCYF BCU sends decision to pass or not pass applicant to group care agency requestor(s) listed on the Request/Decision form.
  15. DCYF BCU documents decision in FamLink background check tab under the applicant's Person ID.
  16. DCYF BCU notifies applicant of background check result if they passed with history or did not pass and provides instructions how to request a copy of their result.
- Note:** DCYF BCU will notify the group care agency requestor and request a suitability assessment if the results of an out-of-state child abuse and neglect check are received that would change the background check decision.