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| http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/sites/default/files/graphics/DCYF-Logo-BW.jpg | | LICENSING DIVISION (LD)  **CPA Background Clearance Notification** | |
| DATE | ATTENTION (CPA LICENSOR OR HUMAN RESOURCES) | | |
| AGENCY NAME/PROVIDER NUMBER | | | FOSTER HOME NAME/PROVIDER NUMBER (IF APPLICABLE) |
| INDIVIDUAL’S NAME | | | DATE OF BIRTH |
| **Background Check Type Completed** | | | |
| CPA Staff  CPA Volunteer/Intern  CPA General/Kinship Foster Home  CPA Certified Respite | | | |
| **Background Check Results** | | | |
| A **background check was completed** by the DCYF Background Check Unit (BCU) for the individual named above regarding criminal convictions, pending charges and negative actions, including:  WSP/In-State background check Date:  FBI/National background check Date:  Out-of-State child abuse/neglect history check Date(s): State(s):  A **character and suitability check has been completed** by DCYF for the individual named above including:  FamLink/DCYF Information System Date:  A **FamLink check was completed** for the following household members under age 16 years old:  Name:       Date**:** Name:      Date:  Name:       Date**:** Name:      Date:  Name:       Date**:** Name:      Date: | | | |
| **PLEASE NOTE**   * The clearance is valid until the time for licensing renewal unless new arrest(s) or conviction(s) occur(s). * Per [**WAC 110-147-1325**](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1325) (2) You, your executive director, agency staff, consultants, interns, volunteers, and anyone who may have unsupervised access to children per chapter [**110-04**](http://app.leg.wa.gov/WAC/default.aspx?cite=110-04) WAC are required to: (c) Ensure that no employee, volunteer, or subcontractor has unsupervised access to children until a full and satisfactory background check is completed and documentation qualifying the individual for unsupervised access, has been returned to you. * Per [**WAC 110-147-1340**](https://app.leg.wa.gov/WAC/default.aspx?cite=110-147-1340) (3) CPA must submit the completed certification packet to LD within 90 days of receiving background clearance notification for all identified household members. If you do not meet this 90-day deadline, you may withdraw you application rather than be denied a license. | | | |
| The listed individual **IS CLEARED** by DCYF to work or care for children at        CPA or CPA Foster home  The listed individual **IS NOT CLEARED** by DCYF for unsupervised contact with children. The listed individual receives the notification of their background check decision directly from DCYF Background Check Unit.  The listed individual **IS CLEARED but** information was found in FamLink/DCYF Information System that may be considered in your hiring decision. It is CPA’s responsibility to contact their Regional Licensor for further information and next steps.  The listed individual **IS CLEARED but** information was found in FamLink/DCYF Information System that will need to be addressed in the home study or renewal assessment. It is CPA’s responsibility to contact their Regional Licensor for further information and next steps. | | | |
| CPA BG SPECIALIST NAME | | | CC: REGIONAL LICENSOR NAME |