CHAPTER 30

INTERSTATE COMPACT ON PLACEMENT OF CHILDREN

Table of Contents

Page

30.00 PROGRAM AUTHORITY 3

30.10 POLICY

30.11 Purpose of Service 3
30.12 Service Description 3
30.13 General Policies Related to this Service 4
30.14 Priorities Related to this Service 6
30.15 Eligibility 6

30.20 PROGRAM STANDARDS

30.21 Program Expectations/Response Time 7
30.22 Appropriate Program/Service Outcomes 8

30.30 SERVICE PROCEDURES

30.31 Service Authorization 9
30.32 Child Leaving Washington State.- Required Documents 9
30.33 Out-of-State Adoptive or Pre-Adoptive Placements 11
30.34 Placement with a Non-Member State 11
30.35 Child Entering Washington State.- Required Documents 12
30.36 Progress Reports 13
30.37 Failure of Placement 13
30.38 Change in Placement Status 13
30.39 Case Narrative Recording and Documentation 13

30.97 INTERFACE WITH OTHER DSHS SERVICES 14

30.98 INTERFACE WITH NON-DSHS SERVICES 14

30.99 REQUIRED FORMS AND INSTRUCTIONS 15

CHAPTER 30
INTERSTATE COMPACT ON PLACEMENT OF CHILDREN

30.00 PROGRAM AUTHORITY

RCW, Chapter 26.34. WAC 388-71-005 through 055. Related program rules are: the Adoption program in WAC 388-70-410 through 480; Foster care in WAC 388-70-010 through 170; and Juvenile Court procedures in Manual G, Chapter 23.

30.10 POLICY

30.11 Purpose of Service

The Interstate Compact on Placement of Children (Compact or ICPC) protects dependent children who are under court jurisdiction and are in custody of the department, the court, another social agency, or a relative or legal guardian as they move across state lines. When he/she moves to another state, the Compact extends the legal jurisdiction and protection of the sending state over the child.

30.12 Service Description

A. Washington State is a member of the Interstate Compact on the Placement of Children relating to dependent children. The ICPC governs interstate placements between member states for:

1. Placement prior to possible adoptions or when the adoption is not final; movement of an adoptive child with adoptive parents;

2. Foster care placements;

3. Placement of a child with a relative when the child is a court-adjudicated dependent or when a parent/guardian has signed a voluntary consent;

4. Institutional placements of adjudicated dependent and neglected children who need special services and programs not available within the state.

5. Placement with a nonrelative or institutional/group care placement by a parent/guardian.

B. Current members of the Compact include all states and territories of the United States except: American Samoa, Guam, District of Columbia, Hawaii, Michigan, Nevada, New Jersey, and Puerto Rico.

C. Washington State agencies and courts will be informed as additional states become members.

D. The Interstate Compact Program Manager in the Bureau of Children's Services processes, evaluates and approves/denies proposed and existing placements and handles general questions related to interstate and intercountry placements.

E. This compact (ICPC) differs from the Interstate Compact on Juveniles which is administered by the Division of Juvenile Rehabilitation (DJR). The Juvenile Compact governs interstate placement of adjudicated juvenile offenders and parolees from juvenile correctional institutions. DJR supervises and handles escapees and absconders. It provides placement, transportation arrangements, and supervision of adjudicated juvenile offenders who are under court jurisdiction.

F. There are also Interstate Compacts for the Developmentally Disabled and for Mental Health (see Section 30.97).

30.13 General Policies Related to this Service

A. When the court in the sending state retains jurisdiction, all placements of children between the state of Washington and other states for adoption, foster care, institutional care, and with relatives/parents are to be approved and supervised through the ICPC compact. This also includes parents/guardians who voluntarily send their children to nonrelatives or institutional group care placements in other states. If DSHS does not have custody, DSHS is not legally responsible for this latter group of children.

B. Notice of the suitability of placement is required prior to placement. DSHS will not pay for out-of-state foster care unless the foster parents meet local licensing requirements.

C. A child placed prior to approval by the receiving state must be considered on a trial visit only. The receiving state may disapprove the proposed placement, which requires the sending state to make alternate arrangements and/or return the child.

D. Excluded from the compact are:

1. A child who is not under the jurisdiction of the court and who is sent to another state or brought to Washington State by:

   a. A parent, stepparent, adult brother or sister, aunt or uncle, or guardian, and

   b. Who is left with a similar relative or guardian;

2. A child sent to an institution caring for the mentally retarded, mentally ill and/or physically handicapped, an educational institution, or any hospital or medical facility.

3. A child who is not under the jurisdiction of the court and is sent to live with parent or stepparent in another state as a result of a custody order, or divorce or dissolution order, granted by a divorce court or Superior Court.

E. The sending and receiving states have specific legal, case planning, and financial responsibilities for the child.

1. The sending state remains legally responsible for the child while the Compact agreement is in effect. A period of usually three to six months is necessary to insure the stability of the placement. The agreement may last longer depending on placement complexity or the child's difficulties.

2. The court in the sending state should not dismiss dependency prior to or while the Compact is in effect. The sending social agency remains responsible for case planning.

3. For a foster child, the sending state is obligated to make out-of-state foster care payments, and provide medical coverage. The foster home must meet licensing standards of the receiving state.

4. If the placement fails, the sending state is responsible for making alternate plans for the child and if requested by the receiving state, for providing return transportation.

5. The receiving state social agency should provide courtesy supervision and periodic progress reports to the sending state.

6. Jurisdiction of the sending state continues until:

   a. The receiving state wants to assume wardship or custody.
   b. The child reaches the age of majority-usually age 18.
   c. The adoption is finalized.
   d. The child commits a delinquent act or is a victim of abuse or neglect, which requires legal intervention by the receiving state.
   e. The sending and receiving states agree that the placement is stable, and court jurisdiction can be terminated.

F. A foster child placed out-of-state and for whom DSHS is making a money payment, is eligible for Title XIX (Medicaid).

G. When the child is placed with a relative in another state, the receiving state or the relative may assume responsibility for the child's medical care. If there is no other resource, the sending state is ultimately responsible for medical care.

H. When a dependent runaway child who is under court jurisdiction and in the custody of DSHS is located in another state, responsibility for planning remains with DSHS. The Community Services Office (CSO) should refer to WAC 388-70-056 for information. Runaway juvenile offenders should be referred to the Division of Juvenile Rehabilitation, Interstate Compact on Juveniles Coordinator, M.S. N32, Tacoma, Washington 98405.

I. Department policy relating to the placement of Indian children shall apply when a CSO or other agency places an Indian child in another state. Refer to Chapter 01, Social Service Policies and Administration, regarding policies for Indian children.

J. Unless the department (DSHS) has been given custody (court order), DSHS cannot be legally or financially responsible for a child placed in another state by a court in this state, nor be responsible for arranging courtesy supervision by the other state.

K. Child abuse/neglect aspects of all cases are referred to Child Protective Services (CPS) in accordance with procedures in Chapter 26, Child Protective Services. The CPS worker is responsible for the service aspects regarding abuse and neglect. All services in the case are to be coordinated by the supervisors and service workers involved.

L. The receiving state has the option of accepting or rejecting a proposed interstate foster care placement. Criteria factors include availability of a suitable foster home, ability to supervise the proposed placement, and appropriateness of the case plan.

M. Children in care on a voluntary consent basis shall not be placed out-of-state unless an exception to WAC 388-70-013(8) has been obtained, or clear evidence exists that the total length of the placement will not exceed three months. In general, children should not be placed out-of-state without legal structure established. Refer to Manual G, Section 32.32(C).

30.14 Priorities Related to this Service

The ICPC requires that the target population includes the following categories of children. There can be no priorities or exclusions.

A. Foster children moving with their foster parents to another state.

B. Children moving to a foster care placement in another state.

C. Children being placed for adoption in another state.

D. Adopted children moving with their adoptive parents to another state when the adoption has not been legally finalized.

E. Children placed with a parent, relative, or legal guardian in another state when the court in the sending state retains jurisdiction.

F. Institutional placements of adjudicated dependent and neglected children needing special services or programs not available within the state.

30.15 Eligibility

A. Financial (income) eligibility is not a factor. Services are provided without regard to income. If parental rights have been terminated, the child's income should be used to determine the appropriate funding source for maintenance payments.

B. When a child is accepted here in Washington for out-of-state child welfare service only, and no money payment is being made, eligibility for Title XIX (Medicaid) is not automatically conferred upon this child.

1. Medical need is an eligibility factor. Consideration should be given as to which medical programs are appropriate. Ultimate responsibility for medical coverage rests with the sending state.

2. Refer to Manual G, Chapter 48, Health Support Services, for specific forms and procedures.

3. When a foster child from another state is living in a foster home in Washington, DSHS should not make foster care payments.

30.20 PROGRAM STANDARDS

30.21 Program Expectations/Response Time

A. Within 30 calendar days of receiving a clear and complete request for a home study or evaluation for placement directly from another state, the CSO shall complete the home study (SSPS Code 3001). Staff should then submit the request and three copies of the completed evaluation of the proposed placement, including a recommendation regarding appropriateness of the placement, to the Interstate Compact program manager (Compact manager), Bureau of Children's Services, OB 41, Olympia, WA 98504.

B. Within 10 working days of receiving an unclear or incomplete request for a home study or evaluation from another state, the CSO should request in writing the needed information from the other agency and send a copy to the BCS Compact manager.

C. If the request for a home study or evaluation is received by the CSO via the BCS Compact manager, the same expectations and time frames apply.

D. The CSO evaluation of the proposed placement is expected to consider the following items:

1. Age and condition of the dwelling.

2. Appropriateness of the neighborhood.

3. Adequacy of sleeping and living quarters for the child.

4. Physical and emotional condition of family members with whom child will be living.

5. Attitudes of family members toward accepting the child. What is their knowledge of the child's present situation, problems, and needs?

6. Consideration of whether family members can provide what the child needs.

7. Attitude of family members towards courtesy supervision and the reporting of significant developments regarding the child, to the supervising agency.

8. Consideration of DSHS Indian Child Welfare policy.

9. Availability of appropriate local resources for child's special needs.

E. If the CSO recommendation is positive and placement is made, the CSO will be expected to provide courtesy supervision (SSPS Code 3054).

F. The CSO will provide a progress report to the sending agency at least every 90 days or as specified in the compact agreement. Requests for additional information or progress reports from the sending state or the BCS Compact manager should be answered within 30 calendar days.

G. For a child leaving Washington State, moving as a family unit with foster or adoptive parents, the CSO will:

1. Request an evaluation from the receiving state to:

a. Assure availability of courtesy supervision in the receiving state, and

b. To ascertain the resources available in the new community to meet any special needs of the child.

2. Submit DSHS 15-92(X), Interstate Compact Application Request to Place Child (Compact Application), and accompanying documents (as specified in 30.32) to the BCS Compact manager (OB 41, Olympia).

3. Allow the receiving state at least 30 calendar days evaluation time, from the time of receipt of our request, to make a recommendation on the proposed placement.

H. If breakdown in placement appears imminent, appropriate services should be provided within five working days.

30.22 Appropriate Program/Service Outcomes

A. The child is placed with an appropriate family in another state, with a completed Compact agreement and courtesy supervision provided.

B. The child is placed in an appropriate out-of-state institution which is able to provide services which are not available in the sending state.

C. A child in foster care in this state has been returned to his parent or relative in another state after the receiving state has assessed the situation, agreed to the plan, offered post-placement services, and the juvenile court has given its consent (for children already under the jurisdiction of the court).

D. A foster child in a family foster home moves with the foster parents to another state, when:

1. Legal action to begin the process of foster parent adoption has been initiated, or

2. The foster family cannot adopt and the child remaining with them is the most appropriate permanent plan, and

3. The juvenile court having jurisdiction of the child has given its consent; and

4. The receiving state has agreed to offer post-placement services.

E. When an adoption has not been finalized, the child is allowed to move to another state with his/her adoptive family.

F. A child who is in the legal custody of DSHS and who is known to be in another state, is allowed to remain in placement there, because it is documented that he/she doesn't wish to return to this state (see Service Episode Record), and the placement is not detrimental to the child.

G. A child who is in the custody of DSHS is allowed to move with his/her family or relative to another state, because the DSHS social service worker has determined it is in the child's best interest (see Service Episode Record).

30.30 SERVICE PROCEDURES

30.31 Service Authorization

A. Service Authorization forms (DSHS 14-154/159) should be completed for all children placed in Washington State through the ICPC.

B. SSPS codes are 3001 for home evaluations, and 3054 for providing courtesy supervision and services to children, residing in Washington, from other states.

30.32 Child Leaving Washington State - Required Documents

A. For any child placed out of state by DSHS, and if not currently established for another service, the CSO service worker will establish social service eligibility. Out-of-state placement services will be authorized on DSHS 14-154(X), Social Services Authorization, or DSHS 14-159, Change of Service Authorization. The service plan will be developed and recorded on the DSHS 2-305(X), Service Episode Record.

B. For any child placed out-of-state, a DSHS 15-92(X), Interstate Compact Application Request to Place Child must be completed. The DSHS Office, voluntary agency, court or placing person in Washington State completes sections I, II, and III of DSHS 15-92(X), retaining one copy and forwarding five copies to the Interstate Compact Program Manager, Bureau of Children Services, DSHS, OB 41, Olympia, Washington 98504.

C. If available, Social Summaries on the child to be placed and the prospective foster or adoptive family are to accompany the DSHS 15-92(X) (in triplicate). The suggested items in 30.21 D. should be included. Agencies may use already established formats provided they include the necessary information. (See 30.99 for suggested outlines/formats).

D. Three (3) copies of the most recent court order or DSHS 9-04(X), Placement Authorization and Acknowledgement (Voluntary Consent), shall also accompany the Compact application. (See Chapters 32 or 99 for form and instructions).

E. Where out-of-state foster care payments are needed, a request by memo (DSHS 2-306) justifying such payment shall be sent to the BCS Compact Manager. No such payment may be authorized without an approval in writing by the Compact Manager.

F. Payment for out-of-state group care placements require a state office negotiated contract for the child in specific placement. Requests for payment approval should be submitted to the Bureau of Children's Services, Placement Unit, OB 41, Olympia, WA 98504. Refer to Manual G, Chapter 34.

G. The BCS Compact manager retains one copy and forwards four copies of DSHS 15-92(X) and two copies of the summaries to the Compact Administrator in the receiving state.

H. The Compact Administrator of the receiving state will forward the forms and summaries to their local office or agency and request that a recommendation be made within 30 calendar days (after receiving the request) as to the suitability of the placement.

I. The receiving state's Compact Administrator notifies the Washington Interstate Compact Program Manager, within 30 calendar days after receiving the request of approval or disapproval of the plan for the child. This is done by completing Section IV of DSHS 15-92(X) and with some additional information. If sufficient information is available, compact Administrators of the sending and receiving states can verbally approve or deny the placement by telephone, as necessary.

J. A copy of the completed Compact application form will be sent to the CSO by the BCS Compact manager, along with the other state's evaluation recommendation.

K. The sending agency will be responsible for making arrangements for sending the child to the receiving state.

L. If the proposed placement plan involves the movement of the foster or adoptive parents and the child, as a family unit, into the receiving state, the receiving state is required to assure availability of courtesy supervision and to ascertain whether any special needs which the child may have can be reasonably met in the community.

30.33 Out-of-State Adoptive or Pre-Adoptive Placements

A. Refer to Chapter 36, Adoption Services, regarding specific adoption policies, procedures, and forms.

B. A child must be legally freed for adoption and registered with one of the adoption exchanges before an out-of-state adoptive placement will be considered.

C. For these cases, five copies of the DSHS 15-92(X) are required. In addition to sending five copies of DSHS 15-92(X) and three copies of the child summary (see 30.32), the service worker should submit the following material to the BCS Compact manager:

1. Three copies of the summary on the natural parent's background, which includes medical, emotional, and educational history.

2. If the information is available, three copies of social study on the prospective adoptive home, (see Chapter 36).

3. Three copies of signed DSHS 9-04(X) (consent by natural parent) and/or court order of relinquishment or deprivation of the child from natural parents. For private adoptions involving voluntary consent by the natural parents, DSHS is not legally responsible. However, if CSOs are asked to conduct interviews or provide services in such situations, staff may do so.

30.34 Placement with A Non-Member State

A. Although all fifty states are not members of the ICPC, the method for placement of children in and out of Washington for non-compact states and other countries remains essentially the same as for compact states.

B. The basic philosophy for responsible planning and quality services does not change because the child is coming from or going to a non-compact state. Other states and countries have importation laws that necessitate that agencies place children in and out of their state according to their legal requirements.

C. When parents are unable to make these commitments, commitments of responsibility for children must be made by agencies and jurisdictions.

D. There should be a clear understanding between parties regarding such factors as supervision, jurisdiction and wardship, financial responsibility, and transportation in any interstate placement arrangement.

E. Copies of correspondence and agreements with non-member states should be sent to the BCS Compact manager (see 30.32).

30.35 Child Entering Washington State - Required Documents

A. The Compact Administrator of the sending state will forward four copies of DSHS 15-92(X) to the Compact manager with two copies of the child's summary and where available, the summary of prospective foster or adoptive family. The BCS Compact manager will forward the request to the appropriate local Washington agency or CSO.

B. The CSO will:

1. Request missing information in writing from the sending agency with a copy of such requests sent to the BCS Compact manager.

2. Authorize SSPS Service Code 3001 (child is primary recipient) and provide the requested service making a determination regarding the suitability of the plan (see 30.21).

3. Forward the evaluation study and recommendation (in triplicate) to the BCS Compact manager within 30 calendar days.

4. Use available information to complete the DSHS 14-154(X), Social Service Authorization, and DSHS 14-24(X), Face Sheet, on the family being studied. The case record should be opened under a child welfare services or foster care case number (°D' Program) and closed upon completion of the study.

5. After the evaluation is completed and the placement is made, courtesy supervision services will be authorized on DSHS 14-159, Change of Service Authorization (SSPS Code 3054).

C. If the request from the sending state is sent directly to the CSO, a copy of all material received must be sent to the BCS Compact manager.

D. If the child comes or is sent to a person who does not have legal custody, such as a foster parent, it is necessary for the referring agency to provide a written agreement that necessary dental, medical, and surgical care will be provided by that state while the child is in this state.

E. The BCS Compact manager will notify the Compact Administrator in the sending state of approval or disapproval of the proposed placement by completing DSHS 15-92(X), which shall be forwarded with the evaluation of the proposed placement. If necessary and if sufficient information is available, Compact Administrators of the sending and receiving state can verbally approve or deny the placement by telephone.

F. When a child is placed, the CSO will provide courtesy supervision and submit periodic progress reports to the BCS Compact Manager who will notify the sending state.

30.36 Progress Reports

A. CSOs will provide progress reports on a placement here from another state at least every 90 days, or as specified in the Compact Agreement. Copies of this report should be sent in duplicate to the BCS Compact manager who will forward one copy to the sending agency.

B. The sending state or the Compact manager may request other information or progress reports regarding the placement at other times. These requests should be answered by CSO staff within 30 calendar days.

30.37 Failure of Placement

A. If a breakdown of the placement appears imminent, appropriate social services should be provided within 5 working days. The BCS Compact Manager and the sending agency should also be notified immediately.

B. Sending and receiving agencies should communicate regarding the severity of the problem, service need, possibility of alternative placement in the receiving state, or whether a return to the sending state is preferable.

C. The Compact Manager (BCS) should be notified as soon as possible of serious disagreements between the sending and receiving agency regarding case planning.

D. When a DSHS placement in another state fails, the CSO worker is responsible for securing enough information to make an appropriate case plan. Available options would be temporary foster/receiving care in the other state and/or return transportation.

30.38 Change in Placement Status

When there is a change in the placement status of the child, such as the placement being terminated by adoption or by a change in plans for a child, the supervising agency (the receiving state) shall initiate and forward within 30 calendar days, three copies of DSHS 15-93(X), Interstate Compact Report on Placement Status of Child. The Compact Administrator of receiving state is responsible for forwarding copies to the sending state's Compact Administrator within 30 calendar days.

30.39 Case Narrative Recording and Documentation

The social service record of a child involved in interstate placement should include the following:

A. Copy of DSHS 15-92(X), initially sent to Compact manager, and the copy received after placement decision is made by the Compact Administrators of sending and receiving states.

B. Copy of social summary on child, family, and proposed placement.

C. Copy of court orders or Consent to Place forms (DSHS 9-04(X)).

D. Copy of significant correspondence with agency in the other state.

E. Progress reports - summary of the child's progress in placement during each 90-day period.

F. Closing summary and copy of DSHS 15-93(X) indicating any change in or completion of the interstate placement.

30.97 INTERFACE WITH OTHER DSHS SERVICES

A. The Division of Juvenile Rehabilitation administers the Interstate Compact on Juveniles. This Compact governs interstate placement of adjudicated juvenile offenders and parolees from juvenile correctional institutions. For information contact Ethel Christianson, DJR Technical Assistance Unit, 1802 So. Union, Tacoma, WA 98405, MS N27-10, SCAN 462-5074.

B. The Division of Developmental Disabilities administers the Interstate Compact for Developmentally Disabled children who move from one institution for the mentally retarded to another such institution. Their regional Field Services offices may assist CSO service workers in finding suitable placements and planning appropriate services for developmentally disabled children placed here from other states.

C. The Division of Mental Health administers the Interstate Compact on Mental Health. This compact governs interstate transfers between state mental institutions of mentally ill and disturbed children. For information contact Ted Brien, Division of Mental Health, OB-42F, Olympia, WA 98504, SCAN 234-5414.

30.98 INTERFACE WITH NON-DSHS SERVICES

The service worker may confer or coordinate with:

A. Juvenile courts to:

1. Coordinate out-of-state placement when the child is under the jurisdiction of the court.

2. Establish court jurisdiction of a child (e.g., dependency petition, Chapter 23).

B. Child-placing agencies in other states to:

1. Facilitate transfer of children between states.

2. Provide adequate supervision of children.

3. Obtain information, evaluation and recommendation on a proposed out-of-state placement.

30.99 REQUIRED FORMS AND INSTRUCTIONS

A. See Chapter 99, Forms, for instructions on these forms:

DSHS 2-305(X)	Service Episode Record	(Rev. 12/79)
DSHS 2-306(X)	Communication/Referral	(9/78)
DSHS 2-306A	Communication/Referral	page 2 (9/78)
DSHS 5-10(X)	Policy Exception Request	(Rev. 2/82)
DSHS 14-139(X)	Social Services Application	(Rev. 9/78)
DSHS 15-92(X)	Interstate Compact Application Request to Place Child	(2/76)
DSHS 15-93(X)	Interstate Compact Report on Placement Status of Child	(2/76)

B. See the remainder of this chapter for the:

1. Suggested Outline for Child's Summary
2. Suggested Outline for Prospective Family
3. Interstate Compact Directory

SUGGESTED OUTLINE FOR SUMMARY OF PROSPECTIVE FAMILY

Outline (below) is self-explanatory and meant to be only a guide.

Summary of Prospective Family

Name of Agency _____

_____

Date prepared _____

Name of Service Worker _____

Identifying Data

Name, ages, sex, and occupation of family members.

Summary of Agency's Experience

Indicate number of visits and interviews. Experience of family with other agencies -- if any.

Physical and Personality Description

Include height, weight, any special mannerisms and briefly describe the personalities of husband and wife.

Quality of Marriage

Describe the roles of husband and wife in the marriage and their relationship to each other. What are their particular strengths and vulnerabilities?

Include any previous marriages and divorces, and evaluation of previous marriage.

Background and Inter-Personal Relationships

Describe family of foster parents briefly, their relationship with own parents and brothers and sisters in childhood and early adult years.

Comment on present relationship of the couple to their extended family, friends, and references.

Describe the couples' education and employment histories, special interest and abilities.

SUGGESTED OUTLINE FOR SUMMARY OF PROSPECTIVE FAMILY (continued)

Children in the Home, If Any

Development and personality of each child, quality of parent-child relationship and relationship of children to each other. If adopted, how has the family handled adoption with the child?

Motivation and Attitudes Toward Boarding Care or Adoption

Are the parents equally motivated?

What do they expect of a child, and how do they visualize their family?

What is the attitude of the couple toward illegitimacy and natural parents who surrender children?

How do the parents intend to tell a child of his identity and/or his adoption?

Health

Results of current physical examinations of all members of the family.

Important past problems.

Housing and Financial Situations

Brief description of home and plans for accommodating child to be placed.

Economic situations of the family, including income, other assets, and financial obligations. Comments on money handling.

Agency's evaluation of the family and recommendations of the suitability of the family for the proposed placement of the specific child in the sending state.

SUGGESTED OUTLINE FOR CHILD'S SUMMARY

Outline (below) is self-explanatory and meant to be only a guide.

Child's Summary

(It is recognized that many points in the outline will not apply to young infants.)

Name of Agency _____

_____

Date prepared _____

Name of Service Worker _____

Identifying Data

Name; birthdate.

Child's Personality and History

1. Physical Appearance: Height and weight.

2. Current adjustment: Current generalized emotional responses; e.g., crying or contented, demanding, exploring, imitative, passive.

3. Child's Life Experience.

   a. In own home, where applicable. (If "battered" or neglected, describe). Siblings, if any, and their meaning to the child.

   b. In boarding home or institution, as applicable. Age at placement, child's reaction to separation from parents, significant happenings in each home, reason for changes, child's reaction to change.

4. Present living situation of the child.

5. Inter-relationships with people.

   a. Attitudes of others to child: Natural parents (both) boarding parents (both) or houseparents, children in the home or institution, service worker, strangers, playmates outside home, teachers.

   b. Attitudes of child to above.

   c. Relationships, if any, with intended boarding or adoptive parents in receiving state.

SUGGESTED OUTLINE FOR CHILD'S SUMMARY (continued)

Development History

1. Prenatal.

   a. Mother's physical and emotional health during pregnancy.

   b. Mother's medical care during pregnancy: Serology results and treatment, if administered.

2. Details of delivery and neonatal history.

3. Health history.

   a. Current medical report (if medical history is significant or unusual, attach a copy).

   b. Illnesses and hospitalizations - diagnosis and treatment; age at onset, duration, prognosis.

4. Growth and development.

   a. Feeding: Method (scheduled or self-determining), age at weaning, method used and child's reaction, age when started to feed self, food fads, vomiting, food substitutions.

   b. Elimination: Regularity of bowel and bladder or problems, treatment or training, attitude of person training him.

   c. Physical development: Age at which focused eyes, sat alone, teethed, talked, crawled, walked.

5. Professional observations of development. (Include results of psychological tests, if done; school reports.)

Natural Family and Reason for Placement in Another State

1. Composition of family and civil status of parents. Problems in family leading to request for placement.

2. Family History.

   a. Mother: Age at delivery, general personality, including interests and talents; observation of adequacy of mother's functioning with reasons for this; school and employment history.

   b. Father: (same as mother).

   c. Siblings of child, if any, and extended family (significant points).

SUGGESTED OUTLINE FOR CHILD'S SUMMARY (continued)

d. Termination of parental rights, if applicable.

(1) Surrender and sole custody, date and understanding of mother as to finality.

(2) Surrender by both legal parents; date or dates and understanding as to finality.

(3) Divorces or death, verification of dates and conditions (availability of photostatic copies).

(4) Present legal guardian of child.

Agency's evaluation of child's present needs and type of home or institution desired for child. Reason for desired placement in another state.

Interstate Compact Directory

ALABAMA
Norma Manush, Assistant Director
Bureau of Family & Children Services
Department of Pensions and Security
64 North Union Street
Montgomery, Alabama 36130

ALASKA
Deputy Compact Administrator

Nina Kinney, Program Coordinator
Division of Social Services
Pouch H-05
Juneau, Alaska 99811
ATTN: Dee Ann Grummett, ICPC Coordinator

ARIZONA
Deputy Compact Administrator

Emmett Turner
Interstate Placement Specialist
Department of Economic Security
Post Office Box 6123
Phoenix, Arizona 85005

ARKANSAS
Judy Miller
Interstate Compact Unit
Arkansas Social Services
Post Office Box 1437
Little Rock, Arkansas 72203

CALIFORNIA
Deputy Compact Administrator

Foster Care and Relative Placements
Karen Duminy, Chief
Interstate Compact Unit
Department of Social Services
744 P Street, Mail Stop 9-108
Sacramento, California 95814

Adoptive Placements
Barbara Merritt, Consultant
Adoption Bureau
State Department of Social Services
744 P Street, Mail Stop 19-31
Sacramento, California 95814

COLORADO
Deputy Compact Administrator

Delores Muntz
Division of Social Services
1575 Sherman Street, Room 404
Denver, Colorado 80203
ATTN: Dolores Muntz

CONNECTICUT
Mrs. Polly Champ, Program Supervisor
Interstate Compacts
Department of Children and Youth Services
170 Sigourney Street
Hartford, Connecticut 06105

DELAWARE
Deputy Compact Administrator

Mary Morton
Child Placement Coordinator
Division of Child Protective Services
Gawthrop Building-State Hospital
New Castle, Delaware 19720

FLORIDA
Deputy Compact Administrator

Connie Bryant
OPRI
Department of Health and Rehabilitative Services
Interstate Office
1323 Winewood Boulevard
Tallahassee, Florida 32301

Interstate Compact Directory (cont.)

GEORGIA
Contact Person

Marie Copher, Chief
State Placement Unit
Division of Family and Children Services
Georgia Department of Human Resources
618 Ponce de Leon Avenue N.E.
Atlanta, Georgia 30308
ATTN: Beth Carroll, Adoptions or Mary Cobb, Foster Care and Relative Placements

IDAHO
Compact Administrator

Ed Van Dusen, Coordinator
Child Protection
Department of Health and Welfare
Statehouse, Boise, Idaho 83720

ILLINOIS
Interstate Compact Administrator

Sharon L. Morris-Bilotti, Interstate Compact Administrator
Department of Children and Family Services
State Capitol Plaza, One Old North
Springfield, Illinois 62706

INDIANA
Deputy Compact Administrator

Mrs. Norma Goldberg, Director
Division of Child Welfare - Social Services
Department of Public Welfare
141 South Meridian Street
Indianapolis, Indiana 46225

IOWA
Deputy Compact Administrator

Jane C. McMonigle, ACSW
Interstate Compact Unit
Bureau of Children's Services
Iowa Department of Social Services
Hoover Building, 5th Floor
Des Moines, Iowa 50310

KANSAS
Deputy Compact Administrator

Peggy M. Baker, Social Worker
Division of Children and Youth
State Department of Social and Rehabilitation Services
2700 West Sixth
Topeka, Kansas 66606

KENTUCKY
Deputy Compact Administrator

Howard Lawson, Deputy Commissioner
Bureau for Social Services
275 East Main Street
Frankfort, Kentucky 40601
Attn: Sue Howard, Adoptions or Tom Woods, Foster Care and Relatives

LOUISIANA
Deputy Compact Administrator

Anna Simon
Division of Services
Office of Human Development
Post Office Box 3318
Baton Rouge, Louisiana 70821

MAINE
Deputy Compact Administrator

Edgar J. Merrill
Interstate and Education Specialist
Bureau of Resource Development
Department of Human Services
State House, Augusta, Maine 04333

Interstate Compact Directory (cont.)

MARYLAND
Compact Coordinator

Bud Nocar
Social Service Administration
11 South Street
Baltimore, Maryland 21202

MASSACHUSETTS
Deputy Compact Administrator

Kevin Harrington
Department of Social Services
150 Causeway Street
Boston, Massachusetts 02111

MINNESOTA
Deputy Compact Administrator

Ronald Mosman
Service Administration Section
Department of Public Welfare
Centennial Office Building
St. Paul, Minnesota 55155

MISSISSIPPI
Deputy Compact Administrator

Morris Priebatsch, Director
Division of Social Services
Department of Public Welfare
Post Office Box 352
Jackson, Mississippi 39205
ATTN: Ann Pullum, Program
Development Specialist

MISSOURI
Deputy Compact Administrator

Jeannie Oney
Division of Family Services
Broadway State Office Bldg.
Jefferson City, Missouri 65103

MONTANA
Compact Administrator

John Madsen, Program Manager
Community Services Division
Social and Rehabilitation
Services
Box 4210, Helena, Montana 59601

NEBRASKA
Deputy Compact Administrator

Mrs. Alretta Fritts, ACSW
Coordinator of Foster Care
Division of Social Services
2320 No. 57th
P.O. Box 4585
Lincoln, Nebraska 68509

NEW HAMPSHIRE
Deputy Compact Administrator

Arthur Roberge, Assistant Chief
Bureau of Child and Family
Services
Division of Welfare
Hazen Drive
Concord, New Hampshire 03301

NEW MEXICO
Deputy Compact Administrator

John Callegos
Social Services Division
Department of Human Services
PERA Building, Room 519
Post Office Box 2348
Santa Fe, New Mexico 87503

Interstate Compact Directory (cont.)

NEW YORK
Deputy Compact Administrator

Peter Winkler, Director
Division of Services
Department of Social Services
40 North Pearl Street
Albany, New York 12243
ATTN: Ric Reo

NORTH CAROLINA
Deputy Compact Administrator

Mrs. Peggy P. Johnson, Supervisor
Interstate Services to Children
325 North Salisbury Street
Raleigh, North Carolina 27611
Attn: Robin Peacock, Adoptions
or Jo Parker, Relatives or
Foster care

NORTH DAKOTA
Deputy Compact Administrator

Dennis Goetz
Children and Family Services
Capitol Building
Bismarck, North Dakota 58505

OHIO
Deputy Compact Administrator

Ann Louise Maxwell, Administrator
Interstate Placement Unit
Bureau of Children's Services
30 East Broad Street, 30th Floor
Columbus, Ohio 43215

OKLAHOMA
Deputy Compact Administrator

Ann Kelley
Placement Unit
Division of Child Welfare
Post Office Box 25352
Oklahoma City, Oklahoma 73125

OREGON
Deputy Compact Administrator

La Riva Hartford
Interstate Compact Unit
Children's Services Division
198 Commercial Street SE
Salem, Oregon 97310

PENNSYLVANIA
Deputy Compact Administrator

Susan Darhower, Interstate
Correspondent
Bureau of Youth Services
Department of Public Welfare
Post Office Box 2675
Harrisburg, Pennsylvania 17120

RHODE ISLAND
Compact Administrator

Francis Murray
Department for Children & Families
610 Mount Pleasant Avenue
Providence, Rhode Island 02908

SOUTH CAROLINA
Compact Administrator

Francis Lewis, Executive Director
Children's Bureau
1001 Harden Street, Suite 225
Columbia, South Carolina 29205
Attn: Kathryn Queen, Adoptions
or Richard Copeland, Relatives
and Foster Care

SOUTH DAKOTA
Deputy Compact Administrator

Raymond Berry
Department of Social Services
Richard Kneip Building,
Illinois Street
Pierre, South Dakota 57501

Interstate Compact Directory (cont.)

TENNESSEE
Deputy Compact Administrator

Marcia Roe
Program Specialist
Social Services Division
Tennessee Department of
Human Services
111-19 Seventh Avenue North
Nashville, Tennessee 37203

TEXAS
Deputy Compact Administrator

James Marquart, Assistant Commissioner
of Protective Services
State Department of Human Resources
P.O. Box 2960
Austin, Texas 78769
ATTN: Jessica Luttrell

UTAH
Deputy Compact Administrator

Dr. William S. Ward, Deputy Director
Division of Children, Youth and
Family
150 West North Temple, Room 370
Post Office Box 2500
Salt Lake City, Utah 84110

VERMONT
Interstate Compact Correspondent

Jane King, Social Services Division
D.S. & R.S.
103 South Main
Waterbury, Vermont 05676

VIRGINIA
Deputy Compact Administrator

Carol Ward, Supervisor,
Interstate Placements
Division of Social Services
Virginia Department of Welfare
8007 Discovery Drive
Richmond, Virginia 23288

WASHINGTON
Deputy Compact Administrator

Leila Todorovich, Director
Bureau of Children's Services
Department of Social and Health
Services
Mail Stop OB-41C,
Olympia, Washington 98504
ATTN: Dan Gadman
Interstate Compact Manager

WEST VIRGINIA
Deputy Compact Administrator

Jean B. Kiley, Case Correspondent
Division of Social Services
Department of Welfare
1900 Washington Street East
Charleston, West Virginia 25305

WISCONSIN

Denise Kapler
Interstate Compact Coordinator
Division of Community Services
P.O. Box 7851
Madison, Wisconsin 53702

WYOMING
Deputy Compact Administrator

John B. Steinberg, MSW,
Adoption Consultant
Wyoming Division of Public
Assistance and Social Services
Hathaway Building
Cheyenne, Wyoming 82002

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF DCFS MANUAL

NOTICE NO.: T-15
ISSUED: 02/08/85

FROM: DIVISION OF CHILDREN/FAMILY SERVICES
Shirley Goins, Director

SECTIONS REVISED:
None

EFFECTIVE: On Receipt
FOR INFORMATION CALL:
Barry Fibel
Non-SCAN 753-0204 or
SCAN 234-0204

IF NOT DELIVERABLE, RETURN TO: MANUAL PRODUCTION UNIT MS OB-16

SUBJECT: CRIMINAL HISTORY AND CENTRAL REGISTRY (RECORD)

Insert this notice in front of Chapter 30, DCFS Manual, and note on the Tan Notice Control Sheet the date Notice No. T-15 was entered.

BACKGROUND

A. The Washington State Patrol's Criminal Identification Section has informed us that the form which we have been using to request checks is no longer acceptable to them and that they need an updated listing of persons authorized to request and receive criminal history information.

B. House Bill 1526, with its provisions for criminal history/arrest record and Central Registry checks has a potential impact on most programs currently provided through the Division of Children and Family Services (DCFS), i.e. Adoption, Adoption Support, Child Protective Services, Day Care, Family Reconciliation Services, Crisis Residential Center's, Group Care, Indian Child Welfare, and Foster Care. The legislation requires these checks to be done when a placement is "authorized" by the department. DCFS with concurrence of the Assistant Attorney General has interpreted "authorizing a placement" as any situation where DCFS staff are called upon to make a recommendation about the suitability of a placement resource for a child. The legislation is divided into two groups: all applicants for licensure/relicensure and their employees and those not required to be licensed. When a record check is initiated, a separate check will be done for each adult member of the household.

POLICY

A. LICENSEES

Policy:

Criminal History/Arrest Record and Central Registry (Child Abuse and Neglect Register) Checks will be done by DCFS on all applicants seeking li and for all new
employees hired during the period of licensure.

B. THOSE NOT REQUIRED TO BE LICENSED: RELATIVES/OTHER RESPONSIBLE ADULTS/ADOPTIVE PARENT(S)

Policy:

DCFS staff will request a criminal history/arrest record and central registry check when the role of the department becomes one of making a placement or making a recommendation about the suitability of a proposed or existing placement resource. Some program specific clarifications are listed as follows:

1. Indian Children

A record check will be done prior to placement by DCFS of an Indian child in any unlicensed placement resource.

2. Family Reconcilation Services (FRS)

A record check will NOT be done when the role of DCFS staff is to facilitate a discussion regarding temporary respite care of the child(ren). When the child is or will be residing outside the parental home pursuant to an agreement between the parent(s) and the child, the "placement" decision is actually made by the parents rather than the department.

If the placement agreement between the parent(s) and child breaks down, thereby necessitating the filing of an Alternative Residential Placement (ARP) petition with the court to continue the out of home placement, the child would be required by the court to remain in a DSHS approved placement pending resolution of the ARP.

If the DSHS plan is for the child to continue residing in the unlicensed home, previously agreed to by the parent(s), there is no need to move the child, but a record check should commence immediately. If record check reveals questionable information,

the worker shall initiate a supervisory consultation immediately, noting in the case record the reason for the decision to leave the child in the present home or move the child to a licensed placement.

3. Child Protective Services, (CPS)

When the child(ren) has been "placed" with a relative by the parent(s) prior to CPS involvement, do not move the child(ren) but assess the risk to the child(ren) and the ability of the caretaker(s) to protect the child(ren) from further abuse and neglect. A record check should be initiated immediately.

If record check reveals questionable information about the placement resource, the worker will initiate a supervisory consultation. The reasons for the decision to leave child(ren) in the present placement or move the child(ren) to a licensed home will be clearly noted in the case record.

Once CPS is involved, a record check must be done prior to placement with a relative.

4. Adoption

While adoptive families are approved they are not licensed. A record check would not be done as part of the approval, but would be completed prior to placement by DCFS or voluntary agencies of a child in an approved home.

5. Voluntary Foster Care Agencies

Unless DCFS is asked to make a recommendation about the suitability of the home as a placement resource, placements made by voluntary agencies in unlicensed homes will not require a record check.

6. Group Care

For the child ready to leave group care, where DCFS has established dependency and/or is currently making payment for the group home placement, DCFS will initiate a record check prior to making placement in unlicensed relative homes.

7. Crisis Residential Centers (CRC)

A record check will NOT be done when the role of DCFS staff is to facilitate a discussion regarding placement alternatives. When the child leaves the CRC and goes to reside outside the parental home pursuant to an agreement between the parent(s) and the child, the "placement" decision was made by the parent(s).

8. Day Care

A record check will be initiated whenever the department authorizes care by an in-home caretaker or by a relative.

HOME STUDY

This legislation also requires that the Department assess the character, suitability, and competence of persons authorized to care for children. When DCFS initiates a record check, a home study will also be completed, except for adoptive families where a home study is part of the approval. Guidelines for the areas to be covered are found in the Interstate Compact Materials, DCFS Manual Section 30.99, Suggested Outline for Summary of Prospective Family. This information will be filed in the child's case record. Part of the home study must also include a check of DCFS records.

PROCEDURE

A. All criminal history check requests should be on DSHS 14-239(X), WSP Identification Section Request for Criminal History Record Information (see attached). The form is to include, as a minimum, the name, birthdate, and social security number of the adult. A separate form is to be completed for each adult in the household. Forms from each office should be batched whenever possible.

B. All requests for information from the Washington State Patrol's Criminal Identification Section must bear the name of a person designated to request and receive such information (see attached listing).

C. The designee will authorize all DCFS requests to the State Patrol.

D. Because of gaps in the Washington State Patrol's files and the Central Registry, staff doing criminal history checks are encouraged to check with local law enforcement agencies, where possible. Children and Family Service Centers should explore with local law enforcement agencies methods of obtaining information from them.

E. Information obtained from the Washington State Patrol or another law enforcement agency shall be safeguarded in the same manner as the information in the child abuse central registry established in RCW 26.44.070.

F. A check of the central registry of child abuse and local DCFS office CPS files shall also be made for those persons for whom a criminal history record check is required. A central registry check shall be made either by telephoning SCAN 234-3453 or writing to:

Division of Children and Family Services
OB-41
Olympia, WA 98504
Attention: Central Registry

Children's Services Personnel Authorized to Request and Receive Criminal History Information

	Primary Contact Person	Back Up
Spokane Center Office S. 121 Arthur, Suite A Spokane, WA 99202 MS: B32-6	Dave Perkins SCAN 584-1249	Frankie McBroom SCAN 584-1546
Colfax/Pullman CSO P.O. Box 149 300 S. Main Colfax, WA 99111 MS: B38-1	Freda Posey SCAN 545-5050	Barbara Sanborn SCAN 545-5050
Davenport CSO P.O. Box 640 8th and Park Davenport, WA 99122 MS: B22-1	Will Berry SCAN 545-6116	Judy Krupke SCAN 545-6116
Moses Lake CSO P.O. Box 1399 1620 S. Pioneer Way Moses Lake, WA 98837 MS: B13-2	Carol Billesbach SCAN 282-2250	Loretta Lucas SCAN 282-2265
Wenatchee CSO P.O. Box 3088 325 N. Chelan Wenatchee, WA 98801 MS: B4-1	Gloria Eakles SCAN 565-0488	Judy Cain SCAN 565-0596
Okanogan CSO Rt. 1, Box 1234 S. 2nd Okanogan, WA 98840 MS: B24-1	Vivian Rooks SCAN 336-1011	Vicky Bergstrom SCAN 336-1011
Spokane North CSO P.O. Box TAF C-41 E.232 Lyons Spokane, WA 99220 MS: B32-4	John Dean SCAN 249-5600	Carmen Farley 249-5600

	Primary Contact Person	Back Up
Spokane East CSO P.O. Box TAF C-40 S. 121 Arthur Spokane, WA 99220 MS: B32-1	Elaine Tyrie SCAN 584-1219	Brian Barbour SCAN 584-1212
Spokane Southeast CSO P.O. Box TAF C-42 N. 1425 Washington 2nd Floor Spokane, WA 99220 MS: B32-2	Bob Doty SCAN 545-2195	Bob Biondi 545-2188
Spokane Central Support CSO P.O. Box TAF C-37 N. 1425 Washington Spokane, WA 99220 MS: B32-3	Kay Porta SCAN 545-2146	Joyce Wright SCAN 545-2090
Colville CSO 1100 S. Main Colville, WA 99114 MS: B33-1	Greg Colburn SCAN 574-1011	Barbara Pacerelli SCAN 574-1202
Newport CSO P.O. Box 570 4th and Warren Newport, WA 99156 MS: B26-1	Harry Sedies SCAN 545-3043	Janet Thomas SCAN 545-2290
Yakima Center Office P.O. Box 9428 2515 Main Street, Valley Mall Yakima, WA 98909 MS: B39-6	Celeste Sunderland SCAN 558-2826	Betty Coles SCAN 558-2290
Ellensburg CSO P.O. Box 1183 525 Mountain View Ellensburg, WA 98926 MS: B19-1	Karla Smith SCAN 686-1111	Dave Gruber SCAN 686-1111
Yakima CSO P.O. Box 9788 2515 Main Street, Valley Mall Yakima, WA 98909 MS: B39-1	Janet Dahlin SCAN 558-2150	Bob Asbury 558-2207

	Primary Contact Person	Back Up
Toppenish CSO P.O. Box 470 306 Bolin Dr. Toppenish, WA 98948 MS: B50-1	Nancy Frenchette-Bagley SCAN 263-0100	Marilyn McGree SCAN 263-0100
Sunnyside CSO P.O. Box 818 208 S. 8th Street Sunnyside, WA 98944 MS: B54-1	Anita Schmidt SCAN 263-0100	Bill Rheinschmidt SCAN 263-0100
Pasco CSO P.O. Box 931 800 W. Court Pasco, WA 99301 MS: B11-1	Dwayne Upp SCAN 526-0100	Barbara Pepin SCAN 526-0100
Walla Walla CSO P.O. Box 517 206 W. Poplar Walla Walla, WA 99362 MS: B36-1	Vi Scott SCAN 629-4371	Ron Lindquist SCAN 629-4371
Clarkston CSO 720 - 6th Street Clarkston, WA 99403 MS: B2-1	Connie Murphy SCAN 545-5037	Dallas Hohnsbehn SCAN 545-5037
Everett Center Office 416 Central Building 1719 Hewitt Avenue Everett, WA 98201 MS: N31-9	John Troutner SCAN 265-5722	
Mountlake Terrace CSO 21309 - 44th Ave. West Mountlake Terrace, WA 98043 MS: N52-1	Carol Landeas SCAN 544-1011	Carol Northrup SCAN 544-1213
Mount Vernon CSO P.O. Box 310 1800 Continental Place Mount Vernon, WA 98273 MS: 29-1	Barbara Thompson SCAN 542-1400	Yvonne Messick SCAN 542-1438
Smokey Point CSO MS: B65-1 Route via N31-1	Helen Gamet	

	Primary Contact Person	Back Up
Oak Harbor CSO P.O. Box 909 2415 - 20th NW Oak Harbor, WA 98277 MS: B15-1	Dwayne Berg SCAN 542-1505	Phil Anderson SCAN 542-1505
Bellingham CSO P.O. Box 639 4101 Meridian Street Bellingham, WA 98226 MS: B37-1	Millie Mangels SCAN 738-2570	Dena Burton SCAN 738-2570
Everett CSO P.O. Box 527 2809 Grand Everett, WA 98206 MS: N31-1	Frank Coburn SCAN 265-8484	Karlen Carle 265-8484
Seattle Center Office Child Care Agency, Licensing Unit 2809 - 26th Avenue S. Seattle, WA 98144 MS: N56-1	Larry Levine SCAN 339-4080	Bettye Scott 339-4080
King Eastside CSO 15821 NE 8th Street Bellevue, WA 98008 MS: N40-1	Betty Cabaniss SCAN 658-7072	Pat Barnhart SCAN 658-7101
King South CSO P.O. Box 848 21851 - 84th Avenue So. Kent, WA 98031 MS: N43-1	Sophie Tersiisky SCAN 376-2663	Sue Browning SCAN 376-2653
Centralized Children's Services Office 2809 - 26th Ave. S. Seattle, WA 98144 MS: N56-6	Rosie Oreskovich SCAN 339-4224	Arlene Miletich SCAN 338-4224
King North CSO 907 NW Ballard Way Seattle, WA 98107 MS: N42-1	Blanche Simmons SCAN 428-7763	Eloise Valdez-Heald SCAN 428-7753

	Primary Contact Person	Back Up
Rainier CSO 3600 S. Graham Seattle, WA 98118 MS: N41-1	Gwenn McElland SCAN 339-4654	Rose Wentz SCAN 339-5702
Burien CSO 15811 Ambaum Blvd. S. Seattle, WA 98166 MS: N44-1	Betsy Pierce SCAN 381-1300	
Capitol Hill CSO 1700 Cherry Seattle, WA 98122 MS: N46-1	Sharon Kleinhen SCAN 576-7407	
Tacoma Center Office 1305 Tacoma Ave. S. Tacoma, WA 98402 MS: N27-5	Joan Rutherford SCAN 462-2761	Kristy Galt SCAN 462-2922
Pierce Centralized Services 1301 Tacoma Ave. S. Room 114 Tacoma, WA 98402 MS: N27-1	Louise Peele SCAN 462-2566	Robert Harris 462-2298
Bremerton CSO 4810 Auto Center Way Bremerton, WA 98312 MS: B18-1	James Van Houton SCAN 356-4690	Nancy Carter SCAN 356-4690
Olympia Center Office P.O. Box 7489 Olympia, WA 98504 MS: KR-23	Steve Ennett SCAN 234-4148	
Aberdeen CSO P.O. Box 189 405 W. Wishkah Aberdeen, WA 98520 MS: B14-1	Gary Anderson SCAN 325-1263	Richard Englund SCAN 325-1280
Chehalis CSO P.O. Box 359 Chehalis, WA 98532 MS: S21-1	Gordon Sincock SCAN 332-1011	Jim O'Neal 332-1202

	Primary Contact Person	Back Up
Kelso CSO P.O. Box 330 711 Vine Kelso, WA 98626 MS: S8-1	Carol Sande SCAN 239-2194	Ann Watkins SCAN 239-2160
Olympia CSO P.O. Box 1816 5000 Capitol Blvd. Olympia, WA 98504 MS: KR-11	Mariam Madison SCAN 234-5981	Jean Lott 234-5981
Port Angeles CSO 716 South Chase Port Angeles, WA 98362 MS: B5-1	Eileen Gatlin SCAN 632-1223	Betty Warder SCAN 632-1236
Port Townsend CSO P.O. Box 554 802 Sheridan Port Townsend, WA 98368 MS: B 14-1	Dennis Kelley SCAN 632-1254	
Shelton CSO P.O. Box 1127 110 W. "K" Street Shelton, WA 98584 MS: B23-1	Lu Nichols SCAN 745-1136	Tom Wingard 745-1155
South Bend CSO P.O. Box 87 South Bend, WA 98586 MS: B25-1	Jack Gray SCAN 325-1236	Brandon Harnisch SCAN 325-1236
Vancouver CSO P.O. Box 751 Vancouver, WA 98666 MS: S6-1	Marian Gilmore SCAN 476-6167	Ken Nichols SCAN 476-6188
White Salmon CSO P.O. Box 129 White Salmon, WA 98672 MS: B20-1	Marcie Danielson SCAN 476-6583	Jeff Schriner (Stevenson Office) SCAN 476-6522 Mary Lou Orthman (Goldendale Office) SCAN 476-6636

DSHS 14-239(X) (07/84), WASHINGTON STATE PATROL IDENTIFICATION SECTION
REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION

WASHINGTON STATE PATROL

IDENTIFICATION SECTION

REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION

PLEASE TYPE OR CLEARLY STAMP THE ADDRESS TO WHICH OUR RESPONSE IS TO BE MAILED. (A RETURN ENVELOPE WOULD BE APPRECIATED.)

_____
_____
_____

USE THIS FORM WHEN REQUESTING CRIMINAL HISTORY RECORD INFORMATION FROM THE WASHINGTON STATE PATROL IDENTIFICATION SECTION. MAIL YOUR REQUEST TO P.O. BOX 2527, OLYMPIA, WA 98504.

FOR OUR SEARCH PURPOSES, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE IN THE SPACE BELOW:

WA STATE IDENTIFICATION NUMBER (SID): WA1 _____

NAME: _____
LAST FIRST MIDDLE

ALIAS/MAIDEN NAME: _____

DOB: _____ SEX: _____ RACE: _____ EYES: _____ HAIR: _____

SOCIAL SECURITY NUMBER: _____

FBI NUMBER: _____

_____ _____
NAME AND TITLE OF PERSON MAKING REQUEST DATE

DSHS 14-239(X) 7/84 (Formerly DSHS 0-35) QX A-198

DSHS 14-239(X) (07/84), WASHINGTON STATE PATROL IDENTIFICATION SECTION
REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION (cont.)

CRIMINAL/ARREST HISTORY REQUEST FORM

Instructions

General

This form is used to request computer file information from the State Patrol Identification Section regarding both the arrest and conviction histories of alleged perpetrators of CA/N applicants for a child care license, or persons with whom a child will be placed.

Future plans are for this information to be requested via local law enforcement computer terminal. Since information requests must be hand processed for the present, it is important that they be batched where possible and that the name and address of the person designated to receive the information be clearly printed.

Items

Washington State Identification Number: Optional item. This is the number assigned to each name in the file. If know, it can save search time.

Name: Include name of subject.

Alias/Maiden Name: Provide, if possible.

Date of Birth: Should be provided.

Physical Descriptions: Include if possible.

Social Security Number: Provide.

FBI Number: Include if known.

Address: Hand processing of these requests makes a correct return address essential.