

State Central Registry (SCR) Requirements for Child Placing Agencies

Type of Individual	La. SCR check dated	La. SCR Expiration	Out of state SCR check dated
Paid Staff Unpaid Staff Volunteers	No earlier than 45 days prior to the individual being present on the premises, providing services or having access to children/youth.	Expires 5 years from the date of issuance. Before the expiration of the SCR clearance, the provider shall request another SCR clearance in order for the individual to continue employment with or provide services for the child placing agency.	No earlier than 120 days prior to the individual being hired, being present on the premises or having access to children/youth. PLEASE NOTE: Individuals who continue to reside outside of the state of Louisiana and volunteer and/or work for a licensed provider in the state of Louisiana shall have clearances dated no earlier than 45 days prior to hire and/or having access to children/youth.
Contractor	No earlier than 45 days prior to the individual providing services or having access to children/youth.	Expires 5 years from the date of issuance. Before the expiration of the SCR clearance, the provider shall request another SCR clearance in order for the individual to continue providing services for the child placing agency.	No earlier than 120 days prior to the individual providing services or having access to children/youth. PLEASE NOTE: Individuals who continue to reside outside of the state of Louisiana but contract with and/or work for a licensed provider in the state of Louisiana shall have clearances dated no earlier than 45 days prior to hire and/or having access children/youth.
Potential Adoptive/Foster Parent**	Prior to certification and no earlier than 45 days of the applicant being certified or household members over the age of 18 being present in the home.	Expires 1 year from the date of issuance. Before the expiration of the SCR clearance, the provider shall request another SCR clearance in order for the applicant to remain certified and/ or have access to children/youth.	Prior to certification and no earlier than 120 days of the applicant being certified.

<p>Household members aged 18 years and older excluding youth in DCFS custody**</p>	<p>Prior to applicant certification and no earlier than 45 days of the household members over the age of 18 being present in the home.</p> <p>Within 30 calendar days of the household member, excluding children in DCFS custody, attaining their 18th birthday.</p>	<p>Expires 1 year from the date of issuance. Before the expiration of the SCR clearance, the provider shall request another SCR clearance in order for the household members to remain in the home, the home to remain certified and the household member to have access to children/youth.</p>	<p>Prior to applicant certification and no earlier than 120 days of the household members over the age of 18 being present in the home.</p> <p>PLEASE NOTE: Household members over the age of 18 who continue to reside outside of the state of Louisiana but their official domicile is a certified foster/adoptive home in the state of Louisiana, their clearances shall be dated no earlier than 45 days prior to certifying the foster/adoptive parents.</p>
<p>Owner</p>	<p>No earlier than 45 days prior to the initial application being received by the Licensing Section and/or the addition of a new board member who meets the definition of an owner.</p>	<p>Expires 5 years from the date of issuance. Before the expiration of the SCR clearance, the provider shall request another SCR clearance in order to continue ownership of the child placing agency.</p>	<p>No earlier than 120 days prior to the initial application being received by the Licensing Section and/or the addition of a new board member.</p> <p>PLEASE NOTE: Individuals who continue to reside outside of the state of Louisiana but own/operate a child placing agency in the state of Louisiana shall have clearances dated prior to the issuance of the new license but no earlier than 45 days prior to the initial application being received by the Licensing Section.</p>

* **“Contractor”** - any person who renders professional services, therapeutic services, enrichment services, or counseling to children/youth such as educational consulting, athletic, or artistic services within a child placing agency, whose services are not integral to either the operation of the child placing agency or to the care and supervision of children/youth. Contractors may include, but are not limited to social workers, counselors, dance instructors, gymnastic or sports

instructors, computer instructors, speech therapists, licensed health care professionals, art instructors, state-certified teachers employed through a local school board, and other outside contractors. A person shall not be deemed a contractor if he is a staff person of the child placing agency.

*Louisiana State Central Registry Checks for owners, staff, volunteers, and contractors shall be submitted through the CANS system to DCFS Child Welfare.

*Louisiana State Central Registry Checks for foster/adoptive parents and household members 18 years and older (not in DCFS custody) shall request clearances through the local DCFS Child Welfare offices in your area.

*State Central Registry clearances are not transferrable between owners.

DCFS Licensing
Section
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