

**State Central Registry  
Risk Evaluation Panel**

**Frequently Asked Questions as of January 19, 2010  
DSS Child Care and Residential Facility Staff**

<b>Question</b>	<b>Answer</b>
1. Must Child Care Center and Child Residential facility owners continue to conduct criminal background checks on staff?	<b>Yes.</b>
2. Are providers expected to mail the SCR-1 (Disclosure Form) to DSS Licensing if the individual checks "No" on the form to indicate his/her name is not on the State Central Registry?	<b>No. All SCR-1's that are checked "No" should be kept on site. The forms are confidential and should be available upon request to DSS Child Care or Child Residential facility licensing staff.</b>
3. Should the provider mail the completed SCR 1 and 2 to DSS Licensing if the individual indicates "yes" on SCR-1?	<b>No. The Child Care/ Child Residential Facility owner should provide the individual with a copy of the SCR-2-Risk Evaluation Request. The individual must follow the instructions on the SCR-2 and mail the SCR 1 &amp; 2 with the requested documents to:</b>  <b>Louisiana Department of Social Services Attention: Risk Evaluation Panel P.O. Box 3318 627 N. 4<sup>th</sup> Street Baton Rouge, LA 70821</b>
4. What is the cost for requesting a Risk Evaluation Panel Assessment?	<b>There is no cost.</b>
5. Is it necessary for child care or residential facility owners to request extra-curricular personnel to complete SCR-1 Disclosure Form.	<b>No. The law does not provide DSS with the authority to request SCR's on extra-curricular personnel.</b>
6. Should providers complete a SCR-1 on student trainees?	<b>No. The law does not provide DSS with the authority to request SCR's on student trainees.</b>
7. Must Child Residential Facility and Child Care owners complete a SCR-1 on volunteers?	<b>Yes.</b>
8. Does the law allow Child Residential Facilities and Child Care Centers to request a State Central Registry Check on prospective or current staff?	<b>No. All staff are required to disclose if their name is on the SCR. If the staff checks "no" on the SCR-1 (Disclosure Form), the employer does not have the authority to request a SCR check from DSS.</b>
9. What should I do if a staff person receives a valid	<b>The staff person has three working</b>

<b>Question</b>	<b>Answer</b>
after completion of the SCR 1?	<b>days after receiving a justified (valid) finding of child abuse and/or neglect to complete an updated SCR 1. If you continue to employ the individual, the rules require the staff person to be directly supervised by a paid staff person until such time a ruling is made that the individual does not pose a risk to children.</b>