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**Child Support Hotline: 800-840-8757**  
**Child Abuse and Neglect Hotline: 800-800-5556**

Date: April 1, 2024

To: All DCS Staff

From: Don Travis, Deputy Director of Juvenile Justice Initiatives and Support  
Harmony Gist, Deputy Director of Strategic Solutions and Agency Transformation

Subject: Background Checks  
DCS-24-1

Beginning April 1, 2024, the Indiana Department of Child Services (DCS) Local Offices will use the new [Combined Application for Criminal and Child Protection Service \(CPS\) History Searches \(SF 57332\)](#) form, which replaces the Application for Criminal History Background Check (SF 53259) form and the Indiana Request for a Child Protections Service (CPS) History Check (SF 52802) form. The [Combined Application for Criminal and Child Protection Service \(CPS\) History Searches \(SF 57332\)](#) form will be completed for all applicants, household members, employees, or volunteers of the household who are six (6) years of age and older.

**Note:** This change will not affect licensed residential agencies or DCS contractors.

For criminal and/or CPS waivers submitted by the DCS Local Offices, the new [Applicant/Agency Statement Concerning Disqualifying History \(SF 57315\)](#) form will be used for the purposes of:

1. Emergency relative/kinship placement;
2. Non-emergency relative/kinship placements;
3. DCS-licensed family foster homes; and
4. DCS adoptions.

The [Applicant/Agency Statement Concerning Disqualifying History \(SF 57315\)](#) form will replace the applicant letter and the agency letter.

The [Applicant/Agency Statement Concerning Disqualifying History \(SF 57315\)](#) form is to be used by DCS staff to document the responses of the applicant providing guidance during the interview to ensure sufficient and relevant information is obtained for the waiver action. The form is also used by the DCS Local Offices to document their position regarding the waiver action. The applicant and DCS staff will then sign the form in the appropriate location.



*Children will live in safe, healthy and supportive families and communities.*

The items to be submitted for a waiver action are also being reduced. Although certain background checks are no longer required to be submitted with the waiver packet, these checks must still be completed by the DCS staff prior to placement, licensing, or adoption.

The following items are included in the waiver packet and are to be submitted to [cobcuinquiry@dcs.in.gov](mailto:cobcuinquiry@dcs.in.gov) with the request:

1. [Applicant/Agency Statement Concerning Disqualifying History \(SF 57315\)](#);
2. [Combined Application for Criminal and Child Protection Service \(CPS\) History Searches \(SF 57332\)](#);

**Note:** Do not include the Management Gateway for Indiana's Kids (MaGIK) screen prints.

3. Out-of-state Child Protection Service History Checks, when applicable. If there is history, also provide the equivalent to the Assessment of Alleged Child Abuse or Neglect (SF 113) (311) from the other state;
4. Out-of-state local criminal court records searches, when applicable; and
5. Other items, which are optional. These may include, but are not limited to:
  - a. Drug screen results,
  - b. Safety plans,
  - c. Reference letters, and/or
  - d. Certificates of completion to show rehabilitation.

For relative/kinship background check waiver actions, if the Kinship Navigator (KN) is still involved with the family, the KN will be responsible for the gathering documentation and submission of the waiver. If the KN is no longer involved with the unlicensed resource family, foster home licensing, and/or adoption, the FCM or licensing worker for the case will be responsible for the gathering documentation and submission of the waiver to the Central Office Background Check Unit (COBCU).

These changes impact the following policies:

1. [13.07 Conducting Background Checks for Adoptions](#);
2. [13.08 Evaluating Background Checks for Adoptions](#);
3. [13.09 Conducting Background Checks for Foster Family Home Licensing](#);
4. [13.10 Evaluating Background Checks for Foster Family Home Licensing](#);
5. [13.11 Conducting Background Checks for Emergency Unlicensed Placements](#);
6. [13.12 Evaluating Background Checks for Emergency Unlicensed Placements](#);
7. [13.13 Childcare Providers and Extracurricular Activities](#);
8. [13.14 Background Checks for Reunification](#);
9. [13.15 Fingerprint-Based Checks](#); and
10. [13.16 Waivers](#).

The above policies will be updated to reflect these changes. Please send any questions regarding this information to the COBCU at [COBCUinquiry@dcs.in.gov](mailto:COBCUinquiry@dcs.in.gov).



APPROVED  
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*Harmony Gist*

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Indiana Department of Child Services



*Protecting our children, families and future*