

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>CHILD WELFARE POLICY</b>	
	<b>Chapter 13:</b> Background Checks <b>Section 03:</b> Conducting Checks - DCS Contractors	
	<b>Effective Date:</b> January 1, 2026	<b>Version:</b> 7

### POLICY OVERVIEW

*This policy does not apply to contractors of Licensed Residential Agencies or Licensed Child Placing Agencies (LCPAs). See policy [13.01 Conducting Checks - Licensed Residential Agencies and Child Placing Agency](#) for further information. This policy also does not apply to leases where DCS is the tenant or the subtenant.*

Background Checks are done to make sure all employees, volunteers, and interns of DCS contractors meet state standards.

### POLICY STATEMENT

DCS will conduct the following background checks for DCS Contractors, and their employees, volunteers, interns, and subcontractors:

- Fingerprint-Based National Criminal History Check (Fingerprint-Based Check)
- National Sex Offender Registry Check
- Child Protective Services (CPS) History Check and Child Protection Index (CPI)
- Local Criminal Records Check

**Note:** The type of background check will depend on the person's age.

DCS will keep all information found during the background check process confidential following state and federal laws (see [policy 2.06](#)).

### LEGAL REFERENCES

- [IC 10-13-3-27: Release of data to noncriminal justice organization or to individuals; national crime information center data restricted; penalties](#)
- [IC 10-13-3-38.5: Use of fingerprints for employment or license; retention of fingerprints; requirement to submit to fingerprint background check based on access to confidential tax information](#)