

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 13: Background Checks Section 02: Evaluating Checks – Licensed Facilities & LCPAs	
	Effective Date: January 1, 2026	Version: 9

POLICY OVERVIEW

The Indiana Department of Child Services (DCS) reviews Fingerprint-Based National Criminal History Checks (Fingerprint-Based Checks) results to help license Residential Facilities and Child Placing Agencies (called “DCS licensed agencies”). The DCS licensed agencies review the other background checks to help decide if people working, volunteering, interning, or contracting with the agency meet federal and state rules. They also help reduce the risk of harm to children in care.

POLICY STATEMENT

DCS licensed agencies must immediately make sure a person is not hired, allowed to volunteer, or contract with the agency if a background check or waiver process shows a disqualified:

1. Criminal history that cannot be waived;
2. Criminal history or substantiation that the DCS licensed agency does not support waiving; or
3. Criminal history or substantiated CPS history in which a waiver is not granted by DCS.

Fingerprint-Based Check

The DCS COBCU reviews fingerprint check results for all required people. COBCU emails the DCS licensed agency contact with a Fingerprint-Based Check Status Letter.

Child Protective Services (CPS) History Check

DCS licensed agencies review CPS history from Indiana and any other state where the person lived in the past five (5) years. They check for any substantiated reports of child abuse or neglect (CAN).

If there is a substantiated CPS history in Indiana or another state, the person cannot:

1. Apply for a license;
2. Be a director or manager of a DCS licensed agency; or
3. Work, volunteer, or contract with a DCS licensed agency, unless a waiver is granted.

Note: CPS history is reviewed from each state as far back as records are kept. Indiana keeps records back to 1988.

National Sex Offender Registry Check

DCS licensed agencies check the National Sex Offender Registry. If there is a match, the person cannot work, volunteer, or contract with the agency. The agency must email COBCU. COBCU will review the fingerprint report again and may send an updated Fingerprint-Based Check Status Letter.

Local Criminal Records Check

DCS licensed agencies review Local Criminal Records Check results. If the fingerprint check was qualified, but the local check shows any of the following, the agency must contact COBCU for guidance:

1. A felony,
2. Four (4) or more misdemeanors, or
3. A misdemeanor that may affect child safety.

LEGAL REFERENCES

- [IC 31-9-2-84.8: "Nonwaivable offense"](#)
- [IC 31-27-3-3: Application for license; criminal history checks](#)
- [IC 31-27-3-5: Grounds for denial of license applications; waiver](#)
- [IC 31-27-5-4: Application for license; criminal history checks](#)
- [IC 31-27-5-6: Grounds for denial of license applications; waiver](#)
- [IC 31-27-6-2: Apply for licenses; criminal history checks](#)
- [IC 31-27-6-3: Grounds for denial of license applications; waiver](#)