



DCS Practice SOP Background Checks

13.04: Evaluating Checks – DCS Contractors

Related Policy: [13.04](#)

Effective Date: January 1, 2026

Version: 1

Roles

- DCS Central Office Background Check Unit (COBCU)
- DCS Contractor Agencies

Procedure

To decide if a person can work for or volunteer with a DCS Contractor Agency, the results of the following background checks will be reviewed:

1. Fingerprint-Based Checks;
2. Child Protective Services (CPS) History Checks;
3. National Sex Offender Registry Check; and
4. Local Criminal Records Check.

Fingerprint-Based Checks

The DCS Central Office Background Check Unit (COBCU) will:

1. Review the Fingerprint-Based Check within five (5) business days;
2. Email the Fingerprint-Based Check Status Letter to the DCS Contractor Agency's contact person (see References);
3. Give guidance for "Incomplete – Documentation Necessary" or "Disqualified" results (see References); and
4. Review new documents from the subject and send an updated Fingerprint-Based Check Status Letter, if needed.

Note: For waivers related to disqualified criminal history or substantiated CPS history, see References

DCS Contractor Agencies will

1. Review the Fingerprint-Based Check Status Letter received from COBCU. The fingerprint qualification status may be:
 - a. "Qualified"- the person must have this status to work or volunteer, unless a waiver is granted (see References);
 - b. "Incomplete- Documentation Necessary"- if the person is already working or volunteering for the agency, they must fix the issue with the missing documentation within 10 business days; or

Note: If the documentation is fixed, the COBCU will send the DCS Contractor Agency an amended Fingerprint-Based Check Status Letter of "Qualified" before the end of the 10th business day.

- c. "Disqualified"- the agency must remove the person from the schedule right away, unless a waiver is granted.

Note: If the DCS Contractor Agency does not receive a “Qualified” letter or waiver within 10 business days, the person must be removed from the work schedule.

2. Keep a copy of the results and waiver letters in the personnel file.

Note: A waiver for one job or agency cannot be used for another. A new waiver is needed for promotions or new agencies (see References).

CPS History Checks

DCS Contractor Agencies will:

1. Check CPS History Check results for people who lived in Indiana or other states in the past five (5) years (if applicable);
2. Look for substantiated child abuse and/or neglect (CA/N) reports for the subject of the check;

Note: If there is a substantiated CPS history in Indiana or another state, the DCS Contractor Agency must ask COBCU for a CPS waiver to keep the person working or volunteering (see References).

3. Give the subject of the check a copy of the Indiana Request for a Child Protection Services (CPS) History Check form or equivalent CPI/CPS report if there is substantiated history (see References),
4. Help the person complete and send a waiver packet to COBCU if there is a CPS substantiation and the DCS Contractor Agency agrees with asking for a CPS history waiver (see References and Resources); and

Note: A CPS waiver must be:

- Requested:
 - At the start of the contract,
 - Every four (4) years,
 - Before hiring, or
 - When new CPS history is found.
- Granted by COBCU for the person to work or volunteer. If already working, the person must be removed from the schedule if no waiver is granted.

5. Keep a copy of the results and waiver letters in the personnel file.

Note: A waiver for one job or agency cannot be used for another. A new waiver is needed for promotions or new agencies (see References).

National Sex Offender Registry Check

The DCS Contractor Agency will:

1. Check the National Sex Offender Registry Check for a match. If there is a match, the person cannot work or volunteer for the agency; and
2. Email the results of the check to the COBCU (see Resources).

The COBCU will:

1. Review the results from the DCS Contractor Agency; and
2. Send the DCS Contractor Agency an updated Fingerprint-Based Check Status Letter, if needed.

Local Criminal Records Check

The DCS Contractor Agency will:

1. Check Local Criminal Records Checks; and
2. Contact the COBCU fingerprint consultant listed on the Fingerprint-Based Check Status Letter if letter is “Qualified”, but the name-based court record check shows:
 - A felony,
 - Four (4) or more misdemeanors, or
 - A misdemeanor related to the health and safety of a child.

The COBCU Consultant:

1. Review the information from the DCS Contractor Agency about the name-based court record check; and
2. Send the DCS Contractor Agency an updated Fingerprint-Based Check Status Letter, if needed.

Definitions

- N/A

Resources

- [13.E Tool: DCS Contractor Waiver Packet](#)
- [Indiana Request for a Child Protection Services \(CPS\) History Check \(SF52802\)](#)
- Local Criminal Records Check Instructions – available on the [Background Checks website](#)

Additional Information

- [Disclosing Criminal History Check Information](#)

References

- [Policy 2.06 Sharing Confidential Information](#) – [Related Practice SOP](#)
- [Policy 13.03 Conducting Checks – DCS Contractors](#) – [Related Practice SOP](#)
- [Policy 13.15 Fingerprint-Based Checks](#) – [Related Practice SOP](#)
- [Policy 13.16 Waivers \(Background Checks\)](#) – [Related Practice SOP](#)