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Date: October 1, 2021
To: Licensed Child Placing Agencies
From: Donald Travis, Deputy Director of Juvenile Justice Initiatives and Support
David Reed, Deputy Director of Child Welfare Services
Subject: LCPA Replacement of Limited Criminal History (LCH) Checks
DCS-21-14

The Indiana Department of Child Services (DCS) recognizes the cost involved for a Licensed Child Placing Agency (LCPA) to obtain required Limited Criminal History (LCH) Checks. Therefore, effective immediately the LCH is being replaced by a search of www.MyCase.in.gov. This search will provide the same information as the LCH while eliminating the associated cost for access to the information by the LCPA. Refer to [Conducting Local Criminal Court Records Checks](#) for guidance on utilizing MyCase.

Exception: A limited number of Indiana Counties are not yet live with all records in MyCase. Counties affected are listed on the main MyCase page. It is projected that all Indiana Counties will be live in MyCase by the end of 2021. For criminal history results in affected counties only, a search should be conducted at www.DoxPop.com.

Policy [13.09 Conducting Background Checks for Foster Family Home Licensing](#) requires the completion of an LCH Check. This policy will be revised soon to remove reference to the LCH Check and require a search of MyCase. All other requirements outlined in the policy remain effective.

Questions regarding background checks and the use of MyCase or DoxPop should be directed to your Residential Licensing Specialist (RLS). The RLS may direct additional questions to COBCUInquiry@dcs.in.gov.

Sincerely,

A blue ink signature of Donald Travis.

Donald Travis, Deputy Director of Juvenile Justice Initiatives and Support

A blue ink signature of David Reed.

David Reed, Deputy Director of Child Welfare Services



Protecting our children, families and future