

**State Central Registry (SCR) Requirements for Child Placing Agencies**

<b>Type of Individual</b>	<b>La. SCR check dated</b>	<b>La. SCR Expiration</b>	<b>Out of state SCR check dated</b>
<b>Paid Staff Unpaid Staff Volunteers</b>	No earlier than 45 days of the individual being hired, being present on the premises, providing services, or having access to children/youth.	Expires 5 years from the date of issuance. Before the expiration of the SCR clearance, the provider shall request another SCR clearance in order for the individual to continue employment with or provide services for the child placing agency.	No earlier than 120 days of the individual being hired, being present on the premises, providing services, or having access to children/youth.
<b>Contractor</b>	No earlier than 45 days of the individual being hired, being present on the premises, providing services or having access to children/youth.	Expires 5 years from the date of issuance. Before the expiration of the SCR clearance, the provider shall request another SCR clearance in order for the individual to continue employment with or provide services for the child placing agency.	No earlier than 120 days of the individual being hired, being present on the premises, providing services, or having access to children/youth.
<b>Potential Adoptive/Foster Parent**</b>	Prior to certification and no earlier than 45 days of the applicant being certified and/ or having access to children/youth.	Expires 1 year from the date of issuance. Before the expiration of the SCR clearance, the provider shall request another SCR clearance in order for the applicant to remain certified and/ or have access to children/youth.	Prior to certification and no earlier than 120 days of the applicant being certified and/ or having access to children/youth.
<b>Household members aged 18 years and older excluding youth in DCFS custody**</b>	Prior to certification and no earlier than 45 days of the household member having access to children/youth or a household member moving into the home.  Within 30 calendar days of the household member attaining their 18th birthday.	Expires 1 year from the date of issuance. Before the expiration of the SCR clearance, the provider shall request another SCR clearance in order for the household member to remain in the home, the home to remain certified, and/or the household member to have access to children/youth.	Prior to certification and no earlier than 120 days of the household member having access to children/youth or a household member moving into the home.
<b>Owner</b>	No earlier than 45 days prior to the initial application being received by the Licensing Section and/or the addition of a new board member.	Expires 5 years from the date of issuance. Before the expiration of the SCR clearance, the provider shall request another SCR clearance in order to continue ownership of the child placing agency.	No earlier than 120 days prior to the initial application being received by the Licensing Section and/or the addition of a new board member.

\* **“Contractor”** - any person who renders professional services, therapeutic services, enrichment services, or counseling to children/youth such as educational consulting, athletic, or artistic services within a child placing agency, whose services are not integral to either the operation of the child placing agency or to the care and supervision of children/youth. Contractors may include, but are not limited to social workers, counselors, dance instructors, gymnastic or sports instructors, computer instructors, speech therapists, licensed health care professionals, art instructors, state-certified teachers employed through a local school board, and other outside contractors. A person shall not be deemed a contractor if he is a staff person of the child placing agency.

\*Louisiana State Central Registry Checks for owners, staff, volunteers, and contractors shall be submitted through the CANS system to DCFS Child Welfare.

\*\*Louisiana State Central Registry Checks for foster/adoptive parents and household members 18 years and older (not in DCFS custody) shall request clearances through the local DCFS Child Welfare offices in your area.

DCFS Licensing  
Section  
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