

**REFERENCE GUIDE – WHEN TO OBTAIN A CLEARANCE**

SITUATION	TYPE OF CLEARANCE						
	CACI	CLETS	CWS/CMS	JAI	LIVE-SCAN	WCMIS	Out of State Child Abuse/Neglect
❖ Investigating A Referral: <b>Parents and Alleged Perpetrators</b> , including the history of a parent as a child and out-of-county history. Consult with SCSW to determine if a clearance is necessary on other adults living in the home.		X (5)	X (7)			X	
❖ Investigating A Referral: <b>Children In The Home</b>			X	X (2)		X	
Attempting To Locate Siblings			X			X	
Recommending Placement Of A Child In The Home Of A Non-Offending Parent	X (1)	X (3)	X		X	X	
Assessment Of A Relative's, Non-Relative Extended Family Member's Home During The Approval Process- <b>Adults In The Home</b>	X (1)	X (3)	X		X	X	X (6)
Assessment Of A Relative's, Non-Relative Extended Family Member's Home During The Approval Process - <b>Children In The Home</b>	X	X (2)	X	X (2)	X (2)	X	
Promoting A Referral To A Case: <b>Adults</b>	X (1)	X			X		
Promoting A Referral To A Case: <b>Children</b>	X				X (2)		
New Person Moves Into The Home Of The Child	X (1)	X	X	X (2)	X	X	X (6)
Recommending Unmonitored Visits For Parent/Legal Guardian That Does Not Have A Criminal History Clearance On File	X (1)	X	X		X (4)	X	

Recommending The Return To Parent Of A Child Receiving Fr/Pp Services	X (1)	X	X		X (4)	X	
Assessing A Prospective Legal Guardian Or Adoptive Parent	X (1)		X	X (2)	X	X	X (6)
Criminal Background Check For Unlicensed Child Care Providers And Others With Frequent Contact With The Child-Open Case	X (1)	X	X		X	X	

1. The CACI clearance will be submitted automatically with Live-Scan. Submit manually only if Live-Scan results are not received within 10 days.
  2. For children 14 years or older living in the home and the CSW believes may have a criminal record.
  3. For emergency placements only
  4. Prior to returning a child home and/or liberalizing visits to unmonitored, the parent(s) must re-submit to Live-Scan if the parent(s) agreed to this as part of the case plan. See Procedural Guide 0080-502.10, Case Plans. If it's not part of the case plan, complete a CLETS on the parent(s).
  5. Referrals alleging at least one of the following: domestic violence, physical abuse, sexual abuse, substance abuse, exploitation or severe neglect. For referrals alleging emotional abuse or general neglect, a criminal background check (CLETS) can be initiated when the CSW deems it relevant and appropriate.
  6. Only if the adult resided out of state in the last 5 years.
  7. This includes CWS/CMS history of parents as minors.
- ❖ SAAMS Unit is to provide the following clearances on all referrals: WCMIS, LEADER, and FCI. Unit clerks shall conduct WCMIS and LEADER clearances as needed for the CSW. Clearances are considered to be current in the following time intervals:

DAILY	WITHIN 30 DAYS	WITHIN 6 MONTHS
CWS/CMS	WCMIS, JAI, LEADER, CLETS	LIVE-SCAN, CACI