



**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602



BOBBY D. CAGLE
Director

BRANDON T. NICHOLS
Chief Deputy Director

Month XX, XXXX

Caregiver name
Caregiver address

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Dear Prospective Resource Family:

We at the Los Angeles County Department of Children and Family Services (DCFS) are truly grateful for your time and thoughtful consideration in wanting to care for children and youth who are not able to remain safely in their homes.

This letter is to inform you that you have been referred for Resource Family Approval (RFA) with DCFS. The DCFS RFA Intake Section has assigned you to a RFA Children Social Worker (CSW).

During the initial meeting with the Regional Placement CSW, you should have received assistance with completing the required RFA Application (RFA-01A). **Within three (3) days of placement, you and all of the adults listed on your application will be asked to complete electronic fingerprinting (Live Scan) as part of the criminal background check.** There is no fee to Live Scan. Live scan services are available without an appointment at any of the DCFS offices on the back of this letter. **Bring a copy of the RFA 01A when you appear for Live Scan.**

If you have not already done so, please appear to a DCFS office for Live Scan fingerprinting. If you are unable to Live Scan during the hours listed or if you have any questions or need additional information, please contact the DCFS RFA Children's Social Worker (CSW) or the RFA Supervising Children's Social Worker (SCSW) currently assigned to complete your home assessment.

Your RFA #:

RFA CSW Name:
RFA SCSW Name:

Phone:
Phone:

Thank you for your willingness to provide a loving, caring and safe home for DCFS children. We look forward to working with you. If you need additional information regarding your case, please contact your CSW.

Sincerely,

Bedrae Davis
Children's Services Administrator III
Resource Family Approval

DCFS is mandated by the California Department of Justice to accept only acceptable forms of photo identification for live scan purposes. Expired photo identification will not be accepted. Examples of acceptable types of photo identification are as follows:

- California Driver's License
- California Identification Card
- Student Identification Card
- Alien Registration Card
- Out of State Driver's License
- U.S. Passport Book or U.S. Passport Card
- Military Identification Card
- Foreign Consulate Identification Card

If you or the adults in your household have no acceptable photo identification, please discuss with your assigned RFA CSW or RFA SCSW about the use of alternative or secondary forms of identification.

DCFS OFFICE	ADDRESS	RECEPTION PHONE #
Belvedere	5835 S. Eastern Avenue, Los Angeles - 90040	(323) 725-4401
Children's Court	201 Centre Plaza Drive, Monterey Park - 91754	(323) 526-6767
Carson	1 Civic Plaza Drive Suite 100, Carson – 90745	(310) 233-1000
Corporate Office	2525 Corporate Place Suite 150 Monterey Park, CA 91754	(323) 881-1302
Glendora	725 S. Grand Avenue, Glendora – 91740	(626) 691-1700
South County	4060 Watson Plaza Drive, Lakewood – 90712	(562) 497-3500
Lancaster	300 East Avenue K6 Lancaster – 93535	(661) 951-4107
Metro North	1933 S. Broadway Los Angeles – 90007	(213) 763-1587
Palmdale	39959 Sierra Highway, Suite #A-150, Palmdale -93550	(661) 223-4200
Pasadena	532 E. Colorado Blvd., Pasadena -91101	(626) 229-3500
Pomona	801 Corporate Center Dr. Pomona – 91766	(909) 802-1300
Santa Clarita	28490 Avenue Stanford, Suite 100, Santa Clarita-91355	(661) 702-6264
Santa Fe Springs	10355 Slusher Drive, Santa Fe Springs - 90670	(562) 903-5000
West San Fernando Valley	20151 Nordhoff Street, Chatsworth- 91311	(818) 717-4000
Torrance	2325 Crenshaw Blvd., Torrance – 90501	(310) 972-3111
Van Nuys Office	7555 Van Nuys Blvd., Van Nuys, CA 91405	(818) 904-8300
Vermont Corridor	8300 S. Vermont Ave., Los Angeles – 90044	(323) 965-7060
Wateridge North	5110 W. Goldleaf Circle, Los Angeles - 90056	(323) 290-8500
Wateridge South	11539 Hawthorne Blvd., Hawthorne – 90250	(310) 263-2178
West Los Angeles	5757 Wilshire Blvd., Suite #200, Los Angeles - 90036	(323) 900-2222
Emergency Response (ERCP)	1933 S. Broadway Los Angeles – 90007	(213) 725-7318

Normal business hours for Live Scan service are 8:30a.m. to 4:30 p.m., Monday through Friday. Live scan services are available without an appointment 24 hours a day/7 days a week at our Emergency Response Command Post (ERCP) office located at 1933 S. Broadway, Los Angeles, CA 90007.

If you have any questions or need additional information, please contact the RFA CSW or RFA SCSW currently assigned to complete your home assessment.