



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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EDMUND G. BROWN JR.  
GOVERNOR

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PIN 16-03-CRP

**TO:** FOSTER FAMILY AGENCIES

**FROM:** *Original signed by Pamela Dickfoss*  
PAMELA DICKFOSS  
Deputy Director  
Community Care Licensing Division

**SUBJECT:** PIN 16-03-CRP: RESOURCE FAMILY APPROVAL (RFA) FOSTER FAMILY AGENCIES (FFAs) BACKGROUND CHECK ASSESSMENT

**Provider Information Notice (PIN) Summary**

This PIN provides information and guidance on how to contact the Department to receive Licensing Information System (LIS) and Legal Administrative Action Records System (LAARS) checks.

This PIN is intended to provide FFAs instructions on how to contact the Department to obtain LIS and LAARS checks from the LIS/LAARS Check Unit (LLCU). As part of the RFA Program, per Section 88331.3 of the [FFAs Interim Licensing Standards](#), the background check assessments include obtaining checks for prior licensing-related disciplinary actions and history through LIS and LAARS which are maintained by the Department.

The requesting agency must complete the Resource Family Approval LIS and LAARS Check Request form for each applicant and all adults residing or regularly present in the home of an applicant or Resource Family. The form, password encrypted if containing social security numbers, must include the name (required), date of birth (required), social security number (when available), FFA name, and FFA contact information for all applicants. To ensure highest efficiency, it is recommended that FFAs include multiple checks on a single form. Once completed please attach and email the form to LLCU at [CLLISLAARSChecks@dss.ca.gov](mailto:CLLISLAARSChecks@dss.ca.gov). Please ensure that the form is completed correctly and includes all required information.

The form may be obtained by accessing the following link:

[Resource Family Approval LIS and LAARS Check Request Form](#)

The Department is requesting that each FFA shall identify and provide LLCU the name of the contact designated to submit LIS/LAARS check requests on behalf of the agency. Within 15 days of receiving a request, LLCU will provide the results of the LIS/ LAARS checks to the identified designee of the FFA.

In the near future LLCU along with the Children's Residential Program Training Unit will be developing an instructional resource that will include information on how to interpret the results of the LIS and LAARS checks.

If you have any questions, please contact LLCU, Statewide Children's Residential Program Office at (916) 651-7140 or by email at [CCLLISLAARSChecks@dss.ca.gov](mailto:CCLLISLAARSChecks@dss.ca.gov).