

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814

December 27, 2007

ALL COUNTY LETTER NO. 07-54

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS
CHIEF PROBATION OFFICERS

SUBJECT: FEDERAL REQUIREMENT TO CONTACT OTHER STATES'
CHILD ABUSE AND NEGLECT REGISTRIES FOR RELATIVE
AND NON- RELATIVE EXTENDED FAMILY MEMBER HOME
APPROVALS

REFERENCES: PUBLIC LAW (PL) 109-248 (THE ADAM WALSH CHILD
PROTECTION AND SAFETY ACT OF 2006), WELFARE AND
INSTITUTIONS CODE (W & I C) SECTION 361.4(c), HEALTH AND
SAFETY (H&S) CODE SECTION 1522.05, H&S CODE SECTION
1522.1, SENATE BILL (SB) 703, STATUTES OF 2007.

The purpose of this All County Letter (ACL) is to inform county child welfare agencies (CWS/Probation) that for any application received on or after January 1, 2008, they must check the child abuse and neglect registry (registry) of each state in which a prospective foster or adoptive parent, relative caregiver, or nonrelative extended family member (including any other adult in the home) has resided in the past five years, if that state maintains a registry. This requirement is mandated by Public Law (PL) 109-248, known as the Adam Walsh Child Protection and Safety Act of 2006, (the Act), signed into law on July 27, 2006. Senate Bill 703 was recently passed to bring California statute into conformity with the Act.

This ACL provides an overview of the new requirement and focuses primarily on the CWS/Probation requirement to contact other states' registries and to provide a brief description of the process when approving a relative or nonrelative extended family member (NREFM) home. There are many unresolved issues regarding the details of implementing this requirement which will be addressed at a later date via additional ACLs, All County Information Notices (ACINs) or on a case-by-case basis, as appropriate. Community Care Licensing (CCL) will be issuing separate instructions for licensed foster care homes.

Relative/NREFM Approvals -- Contacting Other States Registries

Prior to the approval of a relative or NREFM home for a foster care placement for which the application was received on or after January 1, 2008, CWS/Probation must ask each adult in the home whether they have resided in another state within the past five years. If so, CWS/Probation must check the registry of all states wherein the adult(s) have resided in the past five years. A listing of State Child Abuse Registries is attached and contains updated information regarding contacts, procedures and forms required for each state. CWS/Probation should use this list to determine if a state maintains a registry and if so, follow the instructions for obtaining information from that state's registry. To obtain a current list and a template form for requesting information from another state, go to <http://cclid.ca.gov/PG561.htm>. Note that the template form for requesting must be placed on your county letterhead.

If the state **does not** maintain a registry, CWS must document that fact in the Child Welfare Services/Case Management System (CWS/CMS) case notes using the process described below and no further action is necessary. Probation must document that fact in the case file.

If the state **does maintain** a registry, the results of that check must be received prior to approval of the relative/NREFM home and CWS must document its contact with another state's child abuse central registry and/or the Agency holding the underlying records in the CWS/CMS case file; Probation must document its contact with another state's registry in the case file. Note that the timeline to obtain clearances based on information from other state registries may vary by state. Pending this information, a child may be placed in the relative/NREFM home as a temporary/emergency placement per Welfare and Institutions Code (W&IC) 309(d)(1)-(3), but the relative/NREFM home is not Title IV-E eligible until all out of state information is received and evaluated, and the home is assessed as meeting all approval standards.

Evaluation of Information from Other State Registries

If information from another state's registry indicates a history of child abuse or neglect*, CWS/Probation must review the facts of the case as part of the determination to approve the relative/NREFM home for placement. If the facts are not provided upon the initial request, CWS/Probation must contact the agency with the case record in that state for information about the circumstances of the abuse or neglect. When case specific information about the abuse or neglect is obtained, CWS/Probation shall complete the assessment per Health and Safety Code 1522.1.

Additional instructions concerning the process and criteria to review and consider other state registry findings of abuse and neglect shall be developed in consultation with counties and issued in a subsequent ACL.

* Although it is recognized that each state may have different definitions of "substantiated" or "inconclusive" as these terms relate to findings of abuse or neglect, these terms are merely flags to request the underlying information. Upon receipt of the information regarding the abuse or neglect, CWS/Probation will then apply California standards in determining whether or not the home may be approved for placement.

Relative/NREFM Documentation Instructions

The CWS Agencies should document that the requirements of this new law have been met by doing the following:

1. Ensure that the caregiver and each adult residing in the home complete a LIC 508 D; this form requires disclosure of residence in other states. (Please check CCL's website for the most current version.)
2. On CWS/CMS create the following to alert the Relative Approval Unit (RAU) and Foster Care Eligibility staff that other state registry checks may or may not apply:
 - a. On the Other Adult page in the Placement Home notebook, create an "other adult" in the home by creating a row in the grid and assigning to that "person" either the name "Other State Y" if any adult in the home has lived in another state in the previous five years, or "Other State N" if no adult in the home has resided in another state in the past five years. This verbiage will display on the SOC 815, page 3.
 - b. "Other State Y" or "Other State N" on the SOC 815, page 3, will be an indicator that there is more information contained in the case notes related to an out of state registry check.
 - c. Case notes information will identify if the state maintains a registry and what the results of the check indicated.
3. If "Other State N" applies, no further action is needed.
4. If "Other State Y" applies, proceed to the case notes section and indicate:
 - a. The name of the caregiver/adult(s) for which the other state registry checks apply.
 - b. The names of the other states.
 - c. Whether or not the other states maintain a registry. Note if the other state does not maintain a registry document that fact in CWS/CMS, and no further action is necessary.
 - d. If the other state maintains a registry, indicate the date of clearance.

Probation agencies should also use the LIC 508 D (attached) and document steps 2-4 (above) separately and attach these documents to the hard copy of the SOC 815.

The Department of Social Services (CDSS) expects counties to maintain original relative/NREFM approval documents in the county record should they be required for audit purposes, including documentation supporting compliance with out of state registry checks. Note that this is expected to be an interim documentation process until changes can be made to the SOC 815 form and added to CWS/CMS in order to capture this information.

Tracking Time for Receipt of Other States' Information

Many states have voiced the concern that obtaining child abuse information from another state may be difficult and/or take an inordinate length of time. The Administration for Children and Families (ACF) has responded by stating that if it is believed that another state is not responding appropriately, that the ACF regional office should be contacted (by CDSS).

ACF may then conduct a review. In order to keep ACF apprised of any difficulties, the counties should track the following in any format convenient to the county:

- Case identifier.
- Date the county requested information from the other state.
- Name of state the information was requested from.
- Dates of any follow up.
- Date the information was received.

Grandfathered Homes

The requirement to check other state child abuse registries for foster caregivers, including relative and NREFM homes, applies to applications for licensure/approval received on or after January 1, 2008. Foster caregivers approved/licensed, or pending licensure or approval as of January 1, 2008, are not required to undergo the check of other state registries by the Act. This also applies to any new adults who move into a home on or after January 1, 2008, if that home has been approved/licensed prior to January 1, 2008 (or application was submitted prior to this date).

Grievance Process

If CWS/Probation determines that the home cannot be approved, the relative/NREFM is entitled to a grievance hearing, as outlined in Manual of Policies and Procedures (MPP) Section 31-020, in the county that made the determination, even if that determination is based solely on child abuse information received from another state. If the relative/NREFM wishes to grieve the fact that the previous state of residence has included his/her name in their registry, that state would have jurisdiction, and any complaint must be filed and adjudicated there. CCL will issue instructions for licensing applicants who dispute the other state's child abuse registry information.

Responding to Other State's Requests for Information

Requests from staff of another state's child welfare agency for information contained on California's Child Abuse Central Index (CACI) will be processed by the Department of Justice (DOJ). The DOJ will verify the identity of the requestor. If CACI indicates a history of child abuse or neglect, DOJ will notify the county CWS/Probation agency that maintains the underlying record in accordance with current procedures.

The notification from DOJ will request information regarding whether the county CWS/Probation agency has maintained the underlying case record and if the disposition remains "substantiated" or "inconclusive". If the response is affirmative, DOJ will refer the staff of the requesting state to the appropriate designee of the local CWS/Probation agency and will fax or e-mail the CWS/Probation point-of-contact a letter with the name and agency of the person authorized by DOJ to receive such information. (DOJ is also revising forms and procedures.) Up to date information/forms may be accessed at <http://ag.ca.gov/childabuse/>. CWS/Probation may then release information from the case record either orally or in writing to staff from the requesting state. If the other state is requesting written documentation, it may be released in the form of a summary or copies of the case record.

Should you have any questions regarding this ACL please feel free to contact the Child Welfare Policy and Program Development Bureau at (916) 651-6160, or the County Relative Assessment/Approval staff (your County's consultant) at (916) 657-1858.

Sincerely,

Original Document Signed By:

MARY L. AULT
Deputy Director
Children and Family Services Division

Attachment

c: CWDA

ADAM WALSH STATE CHILD ABUSE REGISTRY CONTACTS

Requirements	States	Notes
Own form	AL, CA, IL, IA, MD, MN, NY, NC, PA, TX, VA, WA	
Notary	AK, CA, CO, MD, NY	Best to use their own form
Witness	AL, MI, NE, SC, TX	SC and TX will take notary or witness
Fee	CA - \$15, CO - \$10, PA - \$10	
Original signature	NC, WY	
Picture ID	UT	

States	Contact Information	Procedures/Forms
Alabama	CAN Central Registry Office of Child Protective Services Department of Human Resources 50 Ripley Street Montgomery, AL 36130-4000 Phone: (334) 353-1045 Fax: (334) 242-0939 Contact: Sue Ash, Supervisor Email: sue.ash@dhr.alabama.gov	From: Yes Central Clearinghouse forms and instructions are available by calling (334) 242-9500 Form Required? Yes Signed release required? Yes, and witnessed Methods of transmission: Mail only Fee: no
Alaska	Department of Health and Social Services 550W. 8 th Ave. STE. 202-14 Anchorage, AK 99051 Contact: Ken Saucier or Brandy Aldridge Phone: (907) 269-4026 Fax; (907) 269-4098 Email: Kenneth.Saucier@Alaska.gov	Form: Yes Form Required: No, but would like a photo ID Signed release required? Yes Methods of transmission: Mail, email, or fax Fee: No
Arizona	Arizona Dept. of Economic Security Central Registry P.O. Box 44240 Phoenix, AZ 85064-4240 Contact: Sandy Schultz Phone: (602) 364-2732 Fax: (602) 530-1833	Form: Yes Put on agency letterhead. Include the information you are requesting, purpose of request, include the person's names, DOB, SS#, and known addresses in state. Form Required? No Signed release required? Yes Methods of transmission: Mail only Fee: no
Arkansas	Send Arkansas form and standard cover letter on letterhead to: (501) 682-0407 (Attn: V. Williams) (501) 682-0405 (Phone for Central Registry) Toll Free: (800) 482-5964	Form: Yes Form Required? No Signed release required? Yes, and notarized Methods of transmission: Mail only Fee: not for non-profits

States	Contact Information	Procedures/Forms
California	<p>California Dept. of Justice Bureau of Criminal Information and Analysis Child Protection Program Attn: Tere Nerida P.O. Box 903387 Sacramento, CA 94203-3870 Phone: (916) 227-2173</p>	<p>Form: Yes, on DOJ website Form Required? Yes Signed release required? Yes, and notarized Methods of transmission: Mail only Fee: \$15 Note: Processing fees are reimbursable under Title IV-E administrative expenses.</p> <p>More info on DSS Adam Walsh Website: https://www.cdss.ca.gov/inforesources/community-care/caregiver-background-check/adam-walsh</p>
Colorado	<p>BIU, CDHS 3550 W. Oxford Avenue Denver, CO 80236 Phone: (303) 866-5932 Contacts: Helen Artz (303) 866-7183 Jan Diaz (303) 866-7230 Valerie Fresquez (303) 866-7925 (Mon/Tue only) Rose Estrada, Manager, (303)866- 7187</p> <p>Fax: (303) 866-7177</p>	<p>Form: Yes. Form Required? No Signed release required? Yes, and notarized Methods of transmission: Mail only Fee: a check or money order for \$10.00 made payable to CDHS, BIU. Note: Processing fees are reimbursable under Title IV-E administrative expenses.</p> <p>Background checks are completed from the SACWIS which was rolled out in 2001. Anything prior to that would need to be submitted to the county office.</p>
Connecticut	<p>DCF Hotline Fifth Floor 505 Hudson Street Hartford, CT 06106</p> <p>Phone: (800) 842-2288 Phone (860)560-7000 Fax: (860) 560-7072</p>	<p>Form: Yes Form Required? No. Print form on letterhead. Signed release required? Yes Methods of transmission: Mail and fax Fee: No</p>
Delaware	<p>Department of Services for Children, Youth and Their Families 1825 Falkland Road Wilmington, DE 19805</p> <p>Phone: (302) 892-5800 Phone: (800) 292-9582 Fax: (302) 633-5191 (Do not fax on Wednesdays) Contact: Beth Kramer</p>	<p>Form: Yes</p> <p>Form Required? No. Print form on letterhead. Requests should state that the information is required to comply with the Adam Walsh Child Protection and Safety Act of 2006. Signed release required? Yes Methods of transmission: Mail and fax Fee: No</p>
District of Columbia	<p>Yolanda Stokes Sex Offender Registry Specialist 300 Indiana Avenue, NW Room 2070 Washington, D.C. 20001 Phone: (202) 585-7531 Fax (202)-585-7306</p>	<p>Form: no Form Required? No. Signed release required? Methods of transmission: Mail and fax Fee: No</p>

States	Contact Information	Procedures/Forms
Florida	Department of Children and Families 1317 Winewood Blvd. Tallahassee, FL 32399 Contact: Sandy Pillar Phone: (850) 487-6123 Fax: (850) 488-1319	Form: Yes. Form Required? No. Print form on letterhead. Signed release required? Yes Methods of transmission: Mail and fax Fee: No
Georgia	Deborah Gibson 2 Peachtree St. NW, Ste. 18-486 Atlanta, GA Phone: (404) 657-8961 Fax: (404) 657-3415 Email: dmgibson@dhe.state.ga.us	Form: No. Form Required? No. Print form on letterhead. Request must include DOB, SS# and last known address in Georgia Signed release required? No Methods of transmission: Fax Fee: No
Hawaii	Hawaii Department of Human Services 420 Waiakamilo Road, #3008 Honolulu, HI 96817 Contact: Cynthia Goss Phone: (808) 832-0609	Form: No. Form Required? No. Print form on letterhead. Signed release required? No Methods of transmission: Mail Fee: No Call for more information
Idaho	Idaho Department of Health and Welfare Children & Family Services 450 W. State Street, 5th Floor PO Box 83720 Boise, ID 83720-0036 Phone: (208) 334-5690 Toll-Free: (800) 926-2588 Fax: (208) 334-5691 Contact: Tina Griffin griffinT2@idhw.state.id.us	Form: No. Form Required? No. Print form on letterhead. Signed release required? Yes Methods of transmission: Mail and fax Fee: No
Illinois	Department of Family and Children Services 406 E. Monroe Street, Station 30 Springfield, IL 62701 Contact: Linda Smith Fax: (217) 785-6580 attn: Linda Smith Email: Linda.smith@illinois.gov	Form: Yes Form Required: Yes Signed release required? Yes Methods of transmission: Mail and fax Fee: No
Indiana	Toll-Free: (800) 800-5556	Form: No. Form Required? No. Just call number listed to the left. Signed release required? No Methods of transmission: Phone call Fee: No

States	Contact Information	Procedures/Forms
Iowa	<p>Iowa Central Abuse registry 1305 E. Walnut, 5th Floor, Hoover Building Des Moines, IA 50319 Toll-Free: (800) 362-2178</p> <p>Contacts: Linda Chagoya Phone: (515) 515-5581 Fax: (515) 242-6884</p>	<p>Form: Yes Form Required? Yes. Signed release required? No Methods of transmission: Fax only Fee: No</p>
Kansas	<p>SRS I Children and Family Services 915 SW Harrison Street, 5th Floor South Topeka, KS 66613 Toll-Free: (800) 922-5330 Contact: Janna Gunckle jsc@srs.ks.gov Phone: (785) 296-5636 Fax: (785) 296-0470</p>	<p>Form: No. Form Required? No. Print form on letterhead. Signed release required? No Methods of transmission: Mail or fax Fee: No</p>
Kentucky	<p>Department for Community Based Services Records Management Section 275 East main Street, 3E-G Frankfort, KY 40621 Phone: (502) 564-3834 x 4455 Toll-Free: (800) 752-6200 Contact: David Smith</p>	<p>Form: No. Form Required? No. Print form on letterhead. Signed release required? No Methods of transmission: Mail or fax Fee: No</p>
Louisiana	<p>Louisiana Department Social Services Office of Community Services Attention CPI Section - Intake P.O. Box 3318</p> <p>Baton Rouge, LA 70821 Phone: (225) 342-8631 Fax: (225) 342-9087 Email: dnetherl@dss.la.us</p>	<p>Form: No. Form Required? No. Print form on letterhead. Signed release required? No Methods of transmission: Email, Fax, Mail Fee: No</p>
Maine	<p>Department of Health and Human Services Office of Child and Family Services Child Protective Intake Unit 11 State House Station 221 State Street Augusta, ME 04333</p> <p>Phone: (800) 452-1999 Fax: (207) 287-5065 Toll-Free: (800) 452-1999</p>	<p>Form: No. Form Required? No. Print form on letterhead. Signed release required? No Methods of transmission: Mail or fax Fee: No</p> <p>Responses will provide only summary information concerning any maltreatment findings.</p>
Maryland	<p>Maryland Department of Human Resources In-Home Services Social Services Administration 311 W. Saratoga Street, Room 553 Baltimore, MD 21201</p>	<p>Form: Yes Form Required? Yes. Signed release required? Yes, and notarized Methods of transmission: Mail Fee: No</p>

States	Contact Information	Procedures/Forms
Massachusetts	<p>Department of Social Services 24 Farnsworth Street Boston, MA 02210 Phone: (617) 748-2079 or 1-800-792-5200 Fax: (617) 439-9027</p> <p>Contact: Kim Sportman Email: kim.sportman@state.ma.us</p>	<p>Form: No. Form Required? No. Print form on letterhead. Signed release required? No. Methods of transmission: Mail or fax Fee: No</p>
Michigan	<p>Michigan Department of Human Services Child Protection and Prevention Unit Attn: Yoranda Glasscoe P.O. Box 30037 Lansing, MI Phone: (517) 335-3704 Toll free: 1-866-685-0006 Fax: (517)-241-7047</p>	<p>Form: Yes. Form Required? No. Print form on letterhead. Signed release required? Yes. Methods of transmission: Mail or fax Fee: No</p>
Minnesota	<p>Minnesota Department of Human Services P.O. Box 64242 St. Paul, MN 55164-0242</p> <p>Phone: (651) 296-2075 Fax: (651) 297-1490 Contact; Lori Steffan/Stephan Sarumi</p>	<p>Form: Yes. Form Required? yes Signed release required? Yes. Methods of transmission: Mail or fax Fee: No</p>
Mississippi	<p>Dept. of Human Services Protection Unit P.O. Box 352 Jackson, MI 39205-0352 Toll-Free: (800) 222-8000 Local (toll): (601) 359-4991 Fax: (601) 576-2584</p>	<p>Form: No. Form Required? No. Print form on letterhead. Must send stamped return envelope. Signed release required? Yes. Methods of transmission: Mail 257994 or fax Fee: No</p>
Missouri	<p>Missouri Division of Family Services Children's Division P.O. Box 88 Jefferson City, MO 65103</p> <p>Phone: (573) 522-5062 Fax: (573) 562-3971 Contact; Kathryn Sapp, MSW State Licensing Office</p>	<p>Form: Yes Form Required? No. Print form on letterhead. Signed release required? Yes. Methods of transmission: Mail, email or fax Fee: No</p>
Montana	<p>Montana Child and Family Services Division Centralized Intake Unit PO Box 8005 Helena, MT 59604 Phone: (866) 820-5437 Fax: (406) 444-4156 Toll-Free: (866) 820-5437</p>	<p>Form: No. Form Required? No. Print form on letterhead. Signed release required? Yes. Methods of transmission: Mail or fax Fee: No</p>

States	Contact Information	Procedures/Forms
Nebraska	Nebraska Health and Human Services Box 95026 Lincoln, NE 68509-5044 Phone: (401) 471-9625 Fax: (402) 471-9034 Toll-Free: (800) 652-1999 Contact: Patti Reddick Email: patti.reddick@dhhs.ne.gov	Form: Yes. Form Required? No. Print form on letterhead. Signed release required? Yes, and witnessed. Methods of transmission: Mail, email or fax Fee: No
Nevada	Nevada Central Registry Nevada Division of Child & Family Services 4126 Technology Way, 3 rd Floor Carson City, NV 89706 Contact: Angel Corum Phone: (775) 684-4415 Fax: (775) 684-4455	Form: Yes. Form Required? No. Put on letterhead. Signed release required? Yes. Methods of transmission: Mail or fax Fee: No
New Hampshire	NHDCYF Central Registry 129 Pleasant Street Concord, NH 03301 Toll-Free: (800) 894-5533 Local (toll): (603) 271-6556 Fax: (603) 271-6565	Form: Yes. Form 2202 Form Required? No. Signed release required? Yes. Methods of transmission: Mail or fax Fee: No
New Jersey	Department of Children and Families, Office of Licensing P.O. Box 729 Trenton, NJ 08625-0729 Richard Ferrell Phone: (609) 987-2028 Fax: (609) 826-3975 Email: Richard.ferriell@dcf.state.nj.us Gary Sefchik Phone: (609) 987-1979 Toll-Free: (877) 652-2873	Form: No. Form Required? No. Print form on letterhead. Signed release required? Yes. Methods of transmission: Mail, email or fax Fee: No
New Mexico	CYFD-PS PO Drawer 5160 PERA Room 254 Santa Fe, NM 87502 Contact: Loretta Perea Fax: (505) 476-5490 Toll-Free: (800) 797-3260 Local (toll): (505) 841-6100	Form: No. Form Required? No. Print form on letterhead. Signed release required? No. Methods of transmission: Mail or fax Fee: No
New York	New York State Central Register P.O. Box 4480 Albany, NY 12204 Contact: Roberta Frederick Toll-Free: (800) 342-3720 Local (toll): (518) 474-8740	Form: LDSS3370. Form Required? Yes. Signed release required? Yes and notarized. Methods of transmission: Mail or fax Fee: No

States	Contact Information	Procedures/Forms
North Carolina	North Carolina Division of Social Services Regulatory and Licensing Services Attn: RIL 952 Old U.S. 70 Highway Black Mountain, NC 28711 Contact: Terri Reichert Phone: (919) 733-4622 x322 Email: terri.reichert@ncmail.net	Form: Yes Form Required: Yes Signed release required? Yes with original signature. Methods of transmission: Mail Fee: No
North Dakota	Department of Human Services Children and Family Services 600 E. Boulevard Avenue, Dept 325 Bismarck, ND 58505-0250 (701) 328-3480	Form: Yes Form Required? No. Signed release required? Yes. Methods of transmission: Mail Fee: No
Ohio	Ohio Dept. of Job and Family Services Office for Children and Family Services PO Box 182709 Columbus, OH 43218-1296 Contact: Barbara Parker Phone: (614) 752-1298 Email: parkeb@odjfs.state.oh.us Fax: (614) 728-6726 1-866-635-3748 OPTION 2	Form: No. Form Required? No. Print form on letterhead. Signed release required? Yes. Methods of transmission: Email or fax Fee: No
Oklahoma	Oklahoma Department of Human Services Children & Family Services Division Attn: Robert Hadden PO Box 25352 Oklahoma City, OK 73125 Fax: (405) 521-4373	No registry. Call the Child Abuse Hotline at 800 522-3511 and tell them what city or cities the individual lived in - they will give you the county and phone number for the place you'll have to call to get the fax number to send a letter requesting the info.
Oregon	Oregon Dept. of Human Services P.O. Box 14870 Salem, OR Attn: Michelle Grimes Phone: (503) 378-5632 Email: Michelle.A.Grimes@state.or.us	Form: No Form Required? No. Signed release required? Not at this time Methods of transmission: Mail and fax Fee: No
Pennsylvania	Childline and Abuse Registry Department of Public Welfare PO Box 8170 Harrisburg, PA 17105-8170 Phone: (717) 772-6574 Toll-Free: (800) 932-0313 Contact: Kevin Fisher	Form: Yes Form Required? Yes. Signed release required? No. Methods of transmission: Mail Fee: \$10 fee to Dept. of Public Welfare
Puerto Rico	Janine Marrero-Montalvo, Esq. Director Juvenile Advocate 787 729-2480 787 729-2100 ex1. 2778, 2287 PO Box 9020192 San Juan, PR 00902-0192 Email: jmarrero@justicia.gobierno.pr	Form: Checking Form Required? Checking Signed release required? Checking Methods of transmission: Checking Fee: Checking

States	Contact Information	Procedures/Forms
Rhode Island	Rhode Island State Central Registry and Child Abuse Hotline Phone: (800) 742-4453 (401) 528-3502	No information
South Carolina	South Carolina Department of Social Services P.O. Box 1520 Columbia, SC 29202-1520 Contact: Virginia Oliver Phone: (803) 898-7710 Fax: (803) 898-7641	Form: Yes Form Required? No. Signed release required? Yes, and witnessed or notarized. Methods of transmission: Mail Fee: No.
Tennessee	Contact: Jerry Cunningham Phone: (615) 532-9700 Fax: (615) 532-6495	Form: Unknown. No response to requests for information. Form Required? Unknown. Signed release required? Yes Methods of transmission: Fax Fee: No.
Texas	Texas Department of Family & Protective Services Mail Code Y960 PO Box 149030 Austin, TX 78714-9030 Contact: Cindy Laurence Phone: (512) 929-6793	Form: Yes Form Required? Yes. Signed release required? Yes, and witnessed or notarized. Methods of transmission: Mail and fax Fee: No.
Utah	Division of Child and Family Services Department of Human Services 120 North 200 West, Suite 225 Salt Lake City, UT 84103-1500 Contact: Cherri Joy Phone: (801) 538-4620 Fax: (801) 538-3993	Form: Go to: www.dcf.s.utah.gov Select "Reports, Plans & Forms" Scroll down to the form named "Informed Consent of Liability" Utah also requires a copy of the person's picture identification with this form. Form Required? No. Signed release required? No. Methods of transmission: Mail and fax Fee: No.
Vermont	Child Abuse Registry Unit Department for Children and Families Family Services Division 103 South Main Street Waterbury, VT 05671-2401 Contact: Christine Donahue Phone: (802) 241-2131 General: (800) 649-5285 Fax: (802) 241-2407	Form: Yes Form Required? No. Signed release required? No. Methods of transmission: Mail, email and fax Fee: No.

States	Contact Information	Procedures/Forms
Virginia	Virginia Department of Social Services Child Abuse Central Registry Unit 7 N. Eighth Street Richmond, VA 23219 Contact: Betty Whittaker, Central Registry Supervisor Phone: (804) 726-7567 Toll-Free: (800) 552-7096 Fax: (804) 726-7895	Form: Yes Form Required? Yes. Signed release required? Yes, and notarized. Methods of transmission: Mail Fee: No.
Washington	Constituent Relations PO Box 45710 Olympia, WA 98504-5710 Phone: 1 (800) 723-4831 Fax: (360) 902-0725 Email: childabuseregistry@dshs.wa.gov	Form: Yes Form Required? Yes. Signed release required? Yes. Methods of transmission: Mail, email and fax Fee: No.
West Virginia	West Virginia Department of Health and Human Resources 350 Capitol Street, 6th Floor Charleston, WV 25301 Phone: (304) 558-4408 Fax: (304) 558-5354 Toll-Free: (800) 352-6513	Form: Yes Form Required? No. Signed release required? Yes -require original signature. Methods of transmission: Mail Fee: No.
Wisconsin	Division of Children and Family Services Contact: Nicole Grice Phone: (608) 261-8304 Fax: (608) 264-6750	No Central Registry Form: No Form Required: No Signed release required? Methods of transmission: Mail and fax Fee: No.
Wyoming	Department of Family Services Attn: Kathy Garcia 2300 Capitol, 3 rd Floor Cheyenne, WY Phone: (307) 777-5894 Fax: (307) 777-3659 Email: KGarcia@state.wy.us	Form: Yes Form Required? No. Signed release required? Yes with original signature reqd. Methods of transmission: Mail only Fee: No.