

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



October 22, 2007

ALL COUNTY LETTER 07-37

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by
One or More Counties
- Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHILD CARE COORDINATORS
ALL COUNTY CHILD WELFARE SERVICES PROGRAM MANAGERS

SUBJECT: RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION
(CORI) SEARCH RESPONSE

This letter addresses the California Department of Social Services' (CDSS) new statutory duty to release the CORI search response, commonly referred to as a rap sheet, when information from the CORI is used as a basis for administrative action. Health and Safety Code sections 1522(a)(4)(G), 1568.09(j), 1569.17(i) and 1596.871(i), effective January 1, 2007, direct CDSS to release the CORI search response when the following conditions are met:

- The CDSS has denied or is revoking a criminal record clearance or exemption, or is excluding an individual based on arrest-only information contained in the search response.
- The CDSS is in receipt of a written request, by the individual, to whom the search response pertains, asking for a copy of the search response. As with Department of Justice (DOJ) procedures, the request must be dated and signed by the individual.
- The request must specify an address to which the search response is to be sent.
- The search response is not to be modified or altered in its form or content as it is provided to CDSS by DOJ. The response cannot be redacted.
- The search response is sent only to the address specified by the individual. The search response may only be sent to the individual or the individual's attorney. The response may not be sent or disclosed to the individual's employer, licensee or any other unauthorized third party.

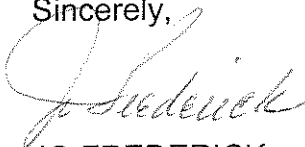
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- A copy of the request, the response to the specified address, and the date provided shall be maintained by CDSS.

The Community Care Licensing Division Evaluator Manual has been updated to reflect CORI requirements. The Caregiver Background Check Bureau revised Exemption Denial and Recission letters to advise individuals of their CORI rights and the proper procedure for requesting the CORI search response. Revised letters may be viewed in the Evaluator Manual, Appendix H through the following link:
http://ccl.dss.cahwnet.gov/Appendices_1787.htm

Questions regarding the implementation of the CORI procedure should be addressed to the Caregiver Background Check Bureau at (916) 263-2151.

Sincerely,



JO FREDERICK
Deputy Director
Community Care Licensing Division

c: County Welfare Directors Association