



State of Rhode Island and Providence Plantations
Rhode Island Department of Children, Youth and Families

**TO: Chief of Practice Standards / FSU
CPS Administration
Juvenile Probation Administrator**

**FROM: Kevin Aucoin
DCYF Executive Counsel**

DATE: August 6, 2019

SUBJECT: Documentation of Criminal Background Checks – Kinship Care

Pursuant to RIGL 14-1-34 and RIGL 40-13.2-3.1, DCYF is required to conduct a state-wide criminal background check and a DCYF background check on all adults residing in a kinship home **prior to** the placement of a child in the home. The DCYF background checks include a review of the DCYF Master file (when appropriate). The background check is documented on the Department's Preliminary Assessment form (DCYF 036A). The documentation needs to include the results of the background check as well as proof that the background check was completed prior to the child's placement in the kinship home.

To establish proof of that the background checks were completed prior to the child's placement the person completing the Preliminary Assessment form must document the time and the date that the DCYF background check was completed on the 036A form. The attached form has been revised to include a section that requires the person conducting the background checks to confirm the time and date that the background checks were completed.

DCYF Policy 900.0025 Kinship Care