

Department of Child Safety (DCS) Central Registry

FREQUENTLY ASKED QUESTIONS

- 1. We already run our employees through a background check. Is this background check the same as the criminal background check?**
No. This background check addresses findings related to a registry database for the Arizona Department of Child Safety (ADCS) for complaints. The criminal and ADCS databases belong to different governmental agencies and are not integrated with one another.
- 2. Is this a one-time background check?**
It is recommended that all employees are referred for a background check at least once in a 3 year period, since you will not be notified automatically if an employee acquires substantiated finding as a result of a ADCS complaint investigation. Also, if you receive information that suggests that there might be a question that needs to be addressed with an employee's status you may request a background check.
- 3. Do I need to have new employees fill out the Central Registry Affidavit and request background checks on them?**
Yes. The *Direct Service Central Registry Clearance Form* should be completed immediately upon hiring, prior to the employee working with children. The request for a background check should be sent in for processing before the start date of employment or volunteer service.
- 4. Can an employee appeal the disqualifying act?**
Yes. Contact information to the appropriate Board is provided to the employee and they have the opportunity to follow the established process to obtain a good cause exemption.
- 5. If I am a DES contracted provider do I need to fill out the DCS forms also?**
No. You must ensure that you have followed DES protocols to obtain background checks for all of your employees.
- 6. Which employees do I need a background check for?**
These background checks are specifically required for any staff member working directly with enrolled children in any capacity.
(Secretaries, school principals, parents who volunteer, people who prepare meals, college students who participate in the program due to earning college credit, etc.)