



State of Florida  
Department of Children and Families

Charlie Crist  
Governor

Robert A. Butterworth  
Secretary

**DATE:** April 9, 2007

**TO:** District/Region Administrators, Community-Based Care CEOs, and Sheriff's Offices

**THROUGH:** George Sheldon, Assistant Secretary for Operations  
David Fairbanks, Assistant Secretary for Department Programs (Acting)  
*Patricia Badland*

**FROM:** Patricia Badland, Director of Office of Family Safety

**SUBJECT:** Policy Clarification and Implementation of the Adam Walsh Child Protection Safety Act of 2006; a follow-up to memo dated October 27, 2006

**Purpose:** The purpose of this memorandum is to implement policy required by the Adam Walsh Child Protection Safety Act of 2006 (Public Law (P.L.) 109-248). In addition, this memo provides contact information for other State Abuse Registries to be used when securing out of state abuse checks for individuals who have made application to become a foster or adoptive parent in the State of Florida and have resided in another state within the last five years from the date of application.

**Action Required:** Please disseminate this memorandum and the attachment to all staff involved in the foster home licensing and adoptive home approval process to include their supervisors and managers, training providers and other interested parties.

**Background:** On July 27, 2006, President Bush signed the *Adam Walsh Child Protection and Safety Act or Public Law 109-248*. As indicated in a Department memo dated October 27, 2006:

*"Effective immediately, the background screening process when completing and approving home studies for foster and adoptive parents must now include an abuse and neglect registry check from other States for the prospective foster or adoptive parents when they lived in other States within the five year period preceding the application to foster or adopt."*

**Implementation Process:** Within five business days of the initiation of the application or approval process to become a foster or adoptive parent, designated staff should request a State Abuse Registry check for each state where the applicant and household members have resided in the last five years. Please refer to the attached document, *A07-003238\_Attachment\_Adam Walsh Abuse Checks\_and Supplemental information\_final attachment.doc*, for contact information, policies and procedures regarding requests of abuse history information from each

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respective State. Additional information regarding contact information for States can be found on the National Resource Center for Family-Centered Practice and Permanency Planning home page. The referenced information may be obtained through [www.nrcfcpp.org](http://www.nrcfcpp.org) and clicking the following links: information services > hot topics > State polices > State child abuse registries.

When the abuse history information has not been received within ten business days following the initial request, the designated staff should make a follow-up inquiry (i.e. telephone call) to the non-responsive State. After ten additional days, and if no information is received, a second request should be initiated with the other State. If by the thirtieth day from the initial request, the other State has still failed to provide abuse history information and the applicant has met every other requirement for foster home licensing or adoptive home approval (i.e. completion of pre-service training, criminal background checks, sanitation, reference checks, etc), the designated staff may proceed with submission of the complete licensing packet to the licensing authority (the Department) or with the adoption home study approval process. Please ensure all documentation of all requests and follow-up inquiries for abuse and neglect histories to other States have been included in the packet and filed in the foster home licensing and/or adoptive parent home study files.

If all clearances (licensing and adoption requirements) **have not** been obtained, the designated staff must continue his/her attempts to secure the required information from other States at intervals of every ten business days. To ensure compliance with the law, the designated staff must be diligent in the documentation of all requests in the foster home licensing and/or adoptive parent home study files.

Other provisions of the Act require that States have procedures for conducting fingerprint-based checks of the National Crime Information Database for all prospective foster and adoptive parents. To ensure proper application of the law, please continue executing current background screening processes established in each respective district/region as per Chapter 435, Florida Statutes.

**Contact Information:** If staff have questions regarding the changes and impacts related to foster parent licensure, please contact JoShonda Guerrier at 850-922-6029. If staff have questions regarding the changes and impacts to adoptive parent approvals, please contact Kathleen Waters at 850-922-5055. If staff have questions regarding background screening processes, please contact Sandy Pillar at 850-487-6123. Each individual can also be contacted via e-mail (first name\_last name@dcf.State.fl.us).

**Attachment**

cc: Zone Licensing Specialist  
Zone Adoption Specialist  
Elizabeth Schlein, Florida Abuse Hotline

**Adam Walsh Reporting Supplemental, and  
Child Abuse Reporting Numbers**

State	County (if needed)	Contact Person	Phone Number	Fax Number	Child Protection Webpage	Additional Information
Alabama	Main number will provide if record found.	Request someone in Intake	334-242-9500		<a href="http://www.dhr.state.al.us">www.dhr.state.al.us</a>	Central clearance forms can be obtained by calling “intake” at 334-242-9500. Intake can tell if there is history or not, and if there is a hit, intake will provide the telephone number to the county where the report originated. Please contact the county to obtain additional information, and provide the recommended form, to include the “witnessed” signature of the person being cleared.
Alaska	NA	NA	907-465-1650		<a href="http://www.hss.state.ak.us">www.hss.state.ak.us</a>	
Arizona	NA	NA	888-767-2445	Not Needed	<a href="http://www.de.state.az.us">www.de.state.az.us</a>	
Arkansas	NA	NA	501-682-0405	Not Needed	<a href="http://www.state.ar.us">www.state.ar.us</a>	
California	Give address or County and get the County number.	NA	916-657-2614		<a href="http://www.dss.cahwnet.gov">www.dss.cahwnet.gov</a>	Currently, California law only permits release of info to a person in a report and out-of-state law enforcement agencies. Legislation is proposed this year to align with the Adam Walsh Act. Agency requests must be in writing, on agency letterhead and signed by the supervisor of the agency.
Colorado	NA	NA	303-866-7183 303-866-7187		<a href="http://www.cdhs.state.co.us">www.cdhs.state.co.us</a>	
Connecticut	NA	NA	860-560-5052 860-560-5058	860-560-7072	<a href="http://www.state.ct.us">www.state.ct.us</a>	A release of information signed and dated by the applicant with purpose, date of birth (DOB), and every address where resided the last 5 years, social security number, other names or aliases, spouses name and DOB, as well as the names and DOB of others in the home. The release of information can be mailed or faxed.
Delaware	NA	NA	302-892-5800		<a href="http://www.state.de.us">www.state.de.us</a>	A signed release is required and may be faxed or mailed. Requests should include a statement that the information requested is required to comply with the Adam Walsh Act of 2006. Please do not send fax on Wednesdays.
District of Columbia	NA	Rosalee Montgomery-David	202-727-7804		<a href="http://www.cfcsa.dc.gov">www.cfcsa.dc.gov</a>	
Georgia	NA	Marsha Joyce	404-651-9361		<a href="http://www.dfcs.dhr.georgia.gov">www.dfcs.dhr.georgia.gov</a>	

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Hawaii	NA	Cynthia Goss, but anyone can help.	800-494-3991		<a href="http://www.hawaii.gov">www.hawaii.gov</a>	
Idaho	NA	Dianne Fields	208-334-6803		<a href="http://www.healthandwelfare.idaho.gov">www.healthandwelfare.idaho.gov</a>	
Illinois	NA	Linda Smith	217-785-4012	217-785-6580	<a href="http://www.state.il.us">www.state.il.us</a>	
Indiana	NA	NA	800-800-5556		<a href="http://www.in.gov">www.in.gov</a>	No registry, but CPS office in the county where family lived will have a staff person research their database for substantiated cases back to 1997.
Iowa	NA	NA	800-362-2178		<a href="http://www.dhs.state.ia.us">www.dhs.state.ia.us</a>	
Kansas	NA	NA	785-296-6783		<a href="http://www.srkansas.org">www.srkansas.org</a>	Requests must be in writing and can be mailed or faxed. A signed release is not required, but information must include, the applicant's name, other names, aliases, date of birth, and his/her social security number. A release form however can be accessed on the web at <a href="http://www.srkansas.org/CFS/Program%20Descriptions/">www.srkansas.org/CFS/Program%20Descriptions/</a>
Kentucky	NA	NA	502-595-0895		<a href="http://www.chfs.ky.gov">www.chfs.ky.gov</a>	
Louisiana	N/A	CPS Intake	225-342-8631	225-342-9087	<a href="http://www.dww.state.la.us">www.dww.state.la.us</a>	When contacting CPS intake, you will be transferred to the program manager on-call that week to access the requested information.

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Maine	N/A	Janene or Barbara	800-452-1999 ext. 2	207-287-5065	<a href="http://www.maine.gov">www.maine.gov</a>	<p>Before a child abuse history check can be requested, an agency must first register its agency with the State of Maine to receive such information. To become registered, Maine will provide the necessary form. The form can be requested by contacting Janene or Barbara at 1-800-452-1999, ext. 2. The agencies fax number is 207-287-5065.</p> <p>After registering with the state, Maine will provide the requesting agency the necessary forms to make an abuse registry check. Additionally, a self addressed, stamp envelope must also be attached to each abuse registry check request. There is a \$15.00/per individual fee required for every request. This fee will be waived for another state agency, but it will not be waived for private agencies (i.e. CBC's) operating on a state's behalf. Maine does not allow any of its forms to be altered, scanned, nor electronically submitted or reproduced in any fashion.</p> <p>If a CBC registers itself, it will be assigned a separate ID, it will have its own designated contact person, and the CBC will be able to converse with Maine directly. Despite these positives, Maine will impose the \$15.00 fee per individual background check requested upon the CBC. There are no fees to register an agency with the State of Maine.</p> <p>Before making a request, please ensure that the prospective foster or adoptive parent has signed a release form and the form has been forward to Maine. All abuse registry checks will be returned via U.S. mail. The average time to receive the results of a check back is 7 business days.</p> <p>To request a criminal history check, please contact the State Bureau of Identification at 207-624-7240. They are also available online at <a href="http://www10.informe.org/PCR/">www10.informe.org/PCR/</a>. It is recommended to call first as there are fees associated with each request.</p>
Maryland	N/A	Francine Conway- Hayes	410-767-7112	410-333-6556	<a href="http://www.dhr.state.md.us/cps/bearch.htm">www.dhr.state.md.us/cps/bearch.htm</a>	<p>All requests should be faxed on agency letterhead to Francine Conway-Hayes. The request should include the applicants name and social security number as well as a method to contact the requesting individual.</p>

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Massachusetts	Call main number, provide person resided, local number will then been provided.	N/A	800-792-5200		<a href="http://www.mass.gov/dss">www.mass.gov/dss</a>	Please contact the emergency hotline at 1-800-792-5200. Provide the town in which the applicant resided, and the local number will then be provided.
Michigan	N/A	Yuronda	517-335-3704	517-241-7047	<a href="http://www.michigan.gov/dhs">www.michigan.gov/dhs</a>	Fax a request to the Child Protection Intrastate Inquire Office at 517-241-7047 to the attention of Yuronda. The request should be faxed on agency letterhead and should also include the reason for the request, the applicants name, date of birth and social security number.
Minnesota	N/A	John Langworthy	651-431-4684		<a href="http://www.dhs.state.mn.us">www.dhs.state.mn.us</a>	Please contact John Langworthy to make requests for child protection information. Mr. Langworthy's telephone number is 651-431-4684. His e-mail address is <a href="mailto:john.langworthy@state.mn.us">john.langworthy@state.mn.us</a> . Mr. Langworthy's back-up is Ms. Nan Beman. Ms. Beman's telephone number is 651-431-4767. Her fax number is 651-431-7521 and her email address is <a href="mailto:nan.beman@state.mn.us">nan.beman@state.mn.us</a> . Either can be reached via US mail at Minnesota Department of Human Services, Child Safety and Permanency, P.O. Box 64943, St. Paul, Minnesota 55164-0943. As a secondary measure, one may contact the county directly. Please find county listings at <a href="http://www.dhs.state.mn.us">www.dhs.state.mn.us</a> . Click under county agencies to access the appropriate county telephone number.
Mississippi	N/A	Gai Wilson	601-359-4649	601-576-2584	<a href="http://www.mdhs.state.ms.us">www.mdhs.state.ms.us</a>	All requests should be made via fax on agency letterhead.
Missouri	N/A	N/A	573-751-3448	517-241-7047	<a href="http://www.dss.mo.gov">www.dss.mo.gov</a>	Requests can be made by calling 573-751-3448. The requestor will be placed into a phone queue to await an available counselor. The counselor will take information over the phone; return a call to the requestor to verify his/her identity; and the release the requested information.

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Montana	N/A	Centralized Intake	866-820-5437	406-444-4156	<a href="http://www.dphhs.mt.gov/cfsd">www.dphhs.mt.gov/cfsd</a>	Request can be made via phone at 866-820-5437. The counselor will then have you fax, on agency letterhead, all pertinent information regarding the family to 406-444-4156. The request shall be addressed to the attention of Centralized Intake.
Nebraska	N/A	Steve Wilson	402-471-9277	402-471-9034	<a href="http://www.hhs.state.ne.us">www.hhs.state.ne.us</a>	Requests should be made on agency letterhead and faxed to the attention of Steve Wilson. Mr. Wilson's fax number is 402-471-9034.
Nevada	N/A	Sue Lamon	775-684-4415	775-684-4456	<a href="http://www.dcms.state.nv.us">www.dcms.state.nv.us</a>	All requests shall be directed to Sue Lamon. Ms. Lamon can be reached at 775-684-4415. Her fax number is 775-684-4456. To expedite the process, you may download the request form at <a href="http://www.dcms.state.nv.us/DCMS_ChildProtSer-CentralReg.htm">http://www.dcms.state.nv.us/DCMS_ChildProtSer-CentralReg.htm</a> . At the bottom of the page, the form is available in both Word and PDF formats. The completed form can either be faxed or mailed to Ms. Lamon. Her physical address is 4126 Technology Way, 3 <sup>rd</sup> Floor, Carson City, Nevada 89706.
New Hampshire	N/A	John Harrington	603-271-7318	603-271-4729	<a href="http://www.dhhs.state.nh.us/DHHS/BCP">www.dhhs.state.nh.us/DHHS/BCP</a>	Request should be made on agency letter head and faxed to John Harrington at 603-271-4729.
New Jersey	N/A	Richard Ferrell	609-514-4497		<a href="http://www.state.nj.us/humanservices/dyfs">www.state.nj.us/humanservices/dyfs</a>	Please contact the Office of Licensing to make the request. The request should be directed to Richard Ferrell (609-514-4497). All requests should be made on agency letterhead to include the purpose of the request (i.e. application for foster care licensure), a contact telephone number for the agency representative, an applicant consent form with an original signature, all addresses where the individual lived while residing in NJ to include timeframes for each residential address, and Florida's forms that the individual completes at the time of application. The required information should be mailed to the attention of Richard Ferrell, Office of Licensing, Post Office Box 707, Trenton, New Jersey 08625-0707.

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New Mexico	N/A	N/A	800-797-3260	505-841-6691	<a href="http://www.cyfd.org">www.cyfd.org</a>	The hotline accepts faxed request only. Included in the fax should be all individuals' names of whom a check is requested, their dates of birth and any other pertinent information. The fax number to forward the request to is 505-841-6691.
New York	N/A	N/A	See Comments		<a href="http://www.ocfs.state.ny.us">www.ocfs.state.ny.us</a>	<p>Administrators in New York State are in the process of determining how they will implement Adam Walsh legislation. Until that time, which is projected to take months, the applicant (prospective foster or adoptive parent) must send a letter to the New York State Office of Children &amp; Families requesting his or her own record check. New York law requires the Office of Children &amp; Families to release abuse and neglect history information to individuals, but it prohibits the agency from releasing such information to outside entities.</p> <p>To request a check, please have the applicant write a letter which includes at a minimum a statement that he/she is "Requesting a review of his/her indicated cases and copies of all records." The letter should also include all names, alias, and maiden names for the applicant; his/her date of birth; names and birthdates for all children; and any address where the applicant previously lived in the State of New York to include the city and county.</p> <p>The request should be mailed to: Office of Children &amp; Families Services, Post Office Box 4480, Albany, New York 12204.</p> <p>After a diligent review of New York systems, if records are found, copies will be sent to the applicant. If there are no records found, the applicant will be sent a letter stating the following, "We received your request for a review. After a thorough review of our systems, you were not founded to be an indicated subject of a previous report." It would then become the applicant's responsibility to provide outcome information (i.e. copy of records or clearance letter) to the licensing entity.</p>

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North Carolina	See webpage listed at right	TBA	See webpage listed at right		<a href="http://www.ncdhhs.gov/dss/local/docs/directory.pdf">http://www.ncdhhs.gov/dss/local/docs/directory.pdf</a>	Currently, North Carolina runs a county based system. There is no centralized registry nor is there a list of all child protection liaisons within each county system. North Carolina is in the process of reviewing its child protection system of care, policy and legislation. As on now, please call the main county number listed at <a href="http://www.ncdhhs.gov/dss/local/docs/directory.pdf">http://www.ncdhhs.gov/dss/local/docs/directory.pdf</a> and ask for the child protection unit to inquire about previous child abuse, neglect history. At a date later than January 10, 2007, please contact Terri Reichert at 919-733-4622 to secure updated information regarding the process.
North Dakota	N/A	Cindy Nolz	701-328-3580	701-328-3538	<a href="http://www.nd.gov/humanservices/services/childfamily/index.html">www.nd.gov/humanservices/services/childfamily/index.html</a>	Request should be in writing and faxed to the attention of Cindy Nolz at 701-328-3538.
Ohio	N/A	Barbara Parker	614-752-1298	614-728-6726	<a href="http://jfs.ohio.gov/families/protective_services/index.stm">http://jfs.ohio.gov/families/protective_services/index.stm</a>	All requests should be faxed on agency letterhead to Barbara Parker at 614-728-6726. Indicate in the request that it is pursuant to The Adam Walsh Child Protection and Safety Act of 2006.
Oklahoma	N/A	Esther Rider-Salem	405-521-2283	405-521-4373	<a href="http://www1.okdhs.org">www1.okdhs.org</a>	Fax request on agency letterhead to 405-521-4373. The fax should include the reason for the request, what information you're requesting specifically, parents and children's names, dates of births and social security numbers. It may take up to a week to respond. Oklahoma State statutes are very specific as to what can and can not be released. All requests will be individually reviewed by Ms. Esther Rider-Salem.
Oregon	N/A	Lisa Zacharias	503-945-5683	503-378-3800	<a href="http://www.oregon.gov/DHS">www.oregon.gov/DHS</a>	Please fax all request on agency letterhead to 503-378-3800. Request should include a description of what we need and why the request is being made.
Pennsylvania	N/A	N/A	717-783-6211		<a href="http://www.dpw.state.pa.us/Child/ChildAbuseNeglect/003671038.htm">www.dpw.state.pa.us/Child/ChildAbuseNeglect/003671038.htm</a>	– There is a \$10.00 fee per request. Forms and extensive instructions are provided at <a href="http://www.dpw.state.pa.us/Child/ChildAbuseNeglect/003671038.htm">http://www.dpw.state.pa.us/Child/ChildAbuseNeglect/003671038.htm</a>

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Rhode Island	N/A	Cynthia Marshall	401-528-3842	401-528-3480	www.dcyf.ri.gov	All requests should be faxed to 401-528-3480, to the attention of Master Files. Please include with your requests a signed release from the individual(s) of whom you're requesting information and a letter including the individual's name date of birth and any additional information that you may have.
South Carolina	N/A	Jocelyn Goodwin	803-898-7318		www.state.sc.us/dss/	Information contained on NRCFCPPP website is correct.
South Dakota	N/A	Penny Tople	605-773-3227		http://dss.sd.gov/	South Dakota does not allow the Department of Social Services to release information for the purposes of licensing. The state legislative session began 1/9/2007 and they hope to pass necessary legislation by the end of March (2007) which will afford them the ability to release information. It is NOT a preferred method by the State of South Dakota, but applicants can request their own information as long as they present the request in writing and include a notarized signature.
Tennessee	N/A	Rolanda	877-237-0004	615-253-1403	www.state.tn.us/youth/	Fax request on agency letterhead to 615-253-1403. Attention the request to Rolanda. Any follow-up calls regarding the request must be directed through the hotline 877-237-0004.
Texas	N/A	EBC Unit	512-929-6784 ext. 3960	800-647-7410	www.dfps.state.tx.us/Child_Protection/About_Child_Protective_Services/reportabuse.asp	Call the switchboard at 512-929-6784. Ask to speak to the EBC Unit at extension 3960. Additionally, please submit a faxed request on agency letterhead explaining the reason for your request and the purpose of its use. The request should be faxed to 1-800-647-7410 and put to the attention of "EBC Unit."
Utah	N/A	Andrea Hess	801-538-4620	801-538-3993	http://www.hsdcsf.utah.gov/PDF/Informed%20Consent.PDF	– Please visit <a href="http://www.hsdcsf.utah.gov/PDF/Informed%20Consent.PDF">http://www.hsdcsf.utah.gov/PDF/Informed%20Consent.PDF</a> to download Utah's request form. All requests should include a copy of the applicant's photo identification card. For additional information, please contact Andrea Hess at 801-538-4620 PH, 801-538-3993 FAX, or <a href="mailto:ahess@utah.gov">ahess@utah.gov</a> EMAIL. Ms. Hess' back-ups are Niki Wolfe 801-538-4439 and Duane Betournay 801-538-4031.

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Vermont	N/A	Tracey Williams or Joanne Berno	802-241-2159	802-241-1219	<a href="http://www.dcf.state.vt.us/fsd/reporting/index.html">www.dcf.state.vt.us/fsd/reporting/index.html</a>	Please contact Tracey Williams or Joanne Berno at 802-241-2159 to make a verbal request. Request can also be faxed on agency letterhead to 802-241-1219.
Virginia	N/A	Betty Whittaker	804-726-7567		<a href="http://www.dss.virginia.gov/files/division/dfs/cps/forms/032-02-0151-06-eng.pdf">www.dss.virginia.gov/files/division/dfs/cps/forms/032-02-0151-06-eng.pdf</a>	Please go to: <a href="http://www.dss.virginia.gov/files/division/dfs/cps/forms/032-02-0151-06-eng.pdf">http://www.dss.virginia.gov/files/division/dfs/cps/forms/032-02-0151-06-eng.pdf</a> to download Virginia's request form to submit a formalized request. All forms must be notarized, include a \$5.00 fee and mailed back to Virginia Department of Social Services, Child Abuse Central Registry Unit, 7 N. Eighth Street, 4 <sup>th</sup> floor, Richmond, VA 23219.
Washington	N/A	Cheryl, but anyone can assist.	800-723-4831	360-902-0725	<a href="http://www1.dhs.wa.gov/ca/safety/abuseReport.asp">www1.dhs.wa.gov/ca/safety/abuseReport.asp</a> Secure email: <a href="mailto:childabuseregistry@dshs.wa.gov">childabuseregistry@dshs.wa.gov</a>	Request can be made via fax or via secure email. If faxing, please include on agency letterhead information regarding the family to include demographic, nature of your request and any supporting documentation. All requests should be faxed to 360-902-0725. When using secure email, please forward requests to <a href="mailto:childabuseregistry@dshs.wa.gov">childabuseregistry@dshs.wa.gov</a> .
West Virginia	N/A	N/A	304-558-7980		<a href="http://www.wvdhhr.org/bcf/provider_resources/">www.wvdhhr.org/bcf/provider_resources/</a>	Procedures to obtain records are detailed at <a href="http://www.wvdhhr.org/bcf/provider_resources/">http://www.wvdhhr.org/bcf/provider_resources/</a>
Wisconsin	See webpage listed at right	Intake specialist	See webpage listed at right		<a href="http://www.dhfs.state.wi.us/Children/CPS/cpswimap.HTM">www.dhfs.state.wi.us/Children/CPS/cpswimap.HTM</a>	Intake of abuse and neglect reports are conducted at the county level. Please visit <a href="http://www.dhfs.state.wi.us/Children/CPS/cpswimap.HTM">www.dhfs.state.wi.us/Children/CPS/cpswimap.HTM</a> to access contact information for the respective county by clicking the appropriate county on the map. When calling, please request to speak with the intake or child protection office as they are one in the same.
Wyoming	N/A	Kathy Garcia	307-777-5894		<a href="http://dfsweb.state.wy.us">http://dfsweb.state.wy.us</a>	Information contained on <a href="http://www.nrcfcpp.org">www.nrcfcpp.org</a> website is correct.

Additional information may be found by going to:  
[www.nrcfcpp.org](http://www.nrcfcpp.org) > information services > hot topics > state policies > state child abuse registries