



Eric J. Holcomb, Governor  
Terry J. Stigdon, MSN, RN, Director  
**Indiana Department of Child Services**  
Room E306 – MS47  
302 W. Washington Street  
Indianapolis, Indiana 46204-2738

317-234-KIDS  
FAX: 317-234-4497

[www.in.gov/dcs](http://www.in.gov/dcs)

**Child Support Hotline: 800-840-8757**  
**Child Abuse and Neglect Hotline: 800-800-5556**

Date: August 2, 2019  
To: DCS service providers  
From: Terry J. Stigdon, MSN, RN, Director  
Eric Miller, Chief of Staff  
Heidi Monroe, Deputy Director of Permanency and Practice Support  
David Reed, Deputy Director of Child Welfare Services  
Andria Hoying, Deputy Director of Placement Support and Compliance  
Subject: Revised background check documentation policy, DCS-19-01

Dear provider,

DCS continually evaluates its processes and procedures to ensure maximum efficiency while maintaining quality service to Hoosier families. Based on a recent review of DCS contractual requirements, we are pleased to share the following change aimed at reducing administrative burden for our valued providers:

**Effective immediately, contractors are no longer required to submit Exhibit 1 (the “Certification of Completion of Required Criminal and Background Checks” or the “Covered Personnel Spreadsheet”) upon contract submission or the anniversary date of the contract.**

As a general reminder, the following current practices remain in place:

1. Background check documentation requirements

The contractor shall conduct all background checks required by law, contract and applicable DCS policies, including those implemented by administrative letter. All criminal background checks must be completed and all outstanding issues resolved prior to commencing contractual duties. The contractor has an ongoing obligation to conduct required checks for employees, volunteers, interns, subcontractors and subcontractors’ employees who join the contractor or subcontractor(s) after the contract begins. Such persons may not provide any services involving children or their records before the requisite checks have been completed and all outstanding criminal and background check issues have been resolved.

2. Maintaining background checks records

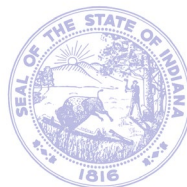
The contractor shall maintain a record of all background check results. If requested, the contractor shall provide a copy or make the record available for inspection by an authorized representative of DCS.

We hope this change will simplify the contract process while ensuring our families and children have access to high-quality care. Please address questions to [DCSLegalContracts@dcs.in.gov](mailto:DCSLegalContracts@dcs.in.gov).

Sincerely,

A handwritten signature in blue ink that reads "Terry J. Stigdon".

Terry J. Stigdon, MSN, RN, Director  
Indiana Department of Child Services



*Indiana children will live in safe, healthy and supportive families and communities.*