

Kinship Background Screenings Guide - Relative or Fictive Kin Screening for Parental Child Safety Placements (PCSP) Revised January 2025

	Criminal History Inquiry	Child Welfare History Inquiry	Substance Use Screening
WHEN (Before the PCSP occurs)	Completed when the Safety Assessment has determined the child conditionally safe, and the child cannot remain safely in the home	Completed when the Safety Assessment has determined the child conditionally safe, and the child cannot remain safely in the home	Completed when the Safety Assessment has determined the child conditionally safe, and the child cannot remain safely in the home
WHO	Completed on all adults aged 18 and over	Completed on all adults aged 18 and over	Completed on the proposed alternate caregiver
HOW (Before the PCSP occurs)	Utilize ACCURINT or another person locator tool to complete the criminal history inquiry. Also check the National Sex Offender.	Utilize OASIS to complete the child welfare inquiry	LDSS must follow agency protocol in conducting a screening and inquiry into substance use
GUIDELINES FOR Determining Approval or Denial	<ul style="list-style-type: none"> - Identification of potential barrier crimes or crimes related to child safety must be assessed on a case-by-case basis and documentation of the circumstance surrounding the crime, time frame of the crime, status (probation, parole, etc.) and the individual's reflection on the crime/conviction. These issues might not prevent placement, but it is our due diligence to ensure we are meeting the needs of the child(ren) and ensuring child safety. - Safety considerations should include crimes involving child abuse/neglect; assault or battery; crimes against children including child pornography and trafficking; crimes involving violence including rape, sexual assault, or homicide 	<ul style="list-style-type: none"> - Identification of potential child welfare findings. These findings might not prevent placement, but it is our due diligence to ensure we are meeting the needs of the child(ren) and ensuring child safety. - Safety considerations should include CPS referrals involving child abuse/neglect; 	<ul style="list-style-type: none"> - Identification of substance use might not prevent placement, but it is our due diligence to ensure we are meeting the needs of the child(ren) and ensuring child safety.
PROCESS (Findings require the following)	<ul style="list-style-type: none"> - Assessment and discussion with the proposed caregiver of the circumstances surrounding each conviction and the status - Conduct a supervisory review by LDSS Director, Assistant Director, Program Manager or Supervisor - Document results of supervisory review and consultation in the child welfare information system - LDSS must notify the VDSS Commissioner within 72 hours when the child is placed with a caregiver who has a barrier crime. 	<ul style="list-style-type: none"> - Assessment and discussion with the proposed caregiver of the circumstances surrounding negative child welfare history and status. - Conduct a supervisory review by LDSS Director, Assistant Director, Program Manager or Supervisor - Document results of supervisory review and consultation in the child welfare information system - LDSS must notify the VDSS Commissioner within 72 hours when the child is placed with a caregiver who has a founded child protective services disposition 	<ul style="list-style-type: none"> - Assessment and discussion with the proposed caregiver of the circumstances surrounding the substance use screening. - LDSS must document the outcome of the assessment or any refusal to consent to screening in the child welfare system

