STATE OF LOUISIANA
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
STATE CENTRAL REGISTRY RISK EVALUATION REQUEST

To: **Owners, operators, administrators, current or prospective employees, or volunteers of Specialized Providers* and Juvenile Detention Facilities Licensed by Department of Children and Family Services**

In accordance with La. R.S. 46:1414.1 and R.S. 15.1110.2, the Department of Children and Family Services must offer you a State Central Registry Risk Evaluation if you have disclosed that your name appears on the SCR as a perpetrator. Your request for the evaluation must be made in writing and submitted to DCFS within ten (10) days of your disclosure. The following information must be attached to your request for evaluation:

- Evidence of your rehabilitation such as employment, education, participation in therapy since the valid incident of abuse or neglect;
- A job description of duties for the position for which you have applied for or currently hold;
- Three (3) letters of recommendation including one from a former employer who has knowledge of your experience working with children/youth; and
- Copy of SCR 1 Form.

Mail the information to:

> Louisiana Department of Children and Family Services
> Attention Risk Evaluation Panel
> P.O. Box 3318 627 N. 4th Street
> Baton Rouge, LA 70821

Your case will be reviewed by a Risk Evaluation Panel to assess your level of risk in working with children/youth. You will receive a final determination within thirty (30) days. For potential employees/volunteers, if it determined that you do not pose a risk to children/youth, it will be your responsibility to submit the decision to your prospective employer.

If I am a current employee, I, hereby, authorize DCFS to provide a copy of my decision to my current employer.

_____   _____
Signature of Employee/Volunteer   Date

If it is determined that you do pose a risk to children/youth, you are prohibited from requesting another risk evaluation assessment for 24 months from the date of this notice.

_____   _____
Signature of Employer   Date Given to Potential Employee

*Specialized Providers include Maternity Homes, Child Residential Providers and Child Placing Agencies.