

**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 Child Care Facilities 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 that 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; 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. 4<sup>th</sup> 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. 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, 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 the current employer.

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Signature of Employee/Volunteer

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Date

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

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Signature of Employer

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Date Given to Potential Employee