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Governor

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Commissioner



Georgia Department of Human Services
Aging Services | Child Support Services | Family & Children Services

June 14, 2024

Child Welfare Services County Letter No. 2024-01

To: County Departments of Family and Children Services
DFCS District Directors
DFCS Regional Directors
State Office Staff

From: Candice L. Broce, Division Director 
Georgia Division of Family and Children Services

Re: Child Welfare Policy Manual: Criminal Records Checks for Foster and Adoptive Parents

Purpose

The purpose of this Child Welfare Services County Letter (CWSCL) is to announce that the minimum frequency for which criminal records checks are required for foster and/or adoptive parents (including kinship foster parents) will return to five years, effective immediately.

Discussion

The Georgia Division of Family and Children Services (DFCS) is responsible for the safety, permanency, and wellbeing of children served. Effective immediately, a fingerprint-based criminal records check is to be conducted at a minimum of every five years on each foster and/or adoptive parent and all adult household members. This is the same frequency that was in effect prior to the release of CWSMT 2024-03 on 05/31/24.

The following policies will be updated to reflect this change in the near future:

- 19.08 Case Management: Criminal Records Checks
- 14.13 Resource Development: Family Re-evaluation
- 22.05 Kinship: Kinship Foster Home Re-evaluation

Implementation

This County Letter is effective immediately and is available on the Online Directives Information System (ODIS) at <http://odis.dhs.ga.gov/>. Regional and County Leadership

shall provide opportunities for staff to review and discuss the updated policy to ensure implementation. Please refer to policy [1.1 Administration Access, Distribution and Review of Child Welfare Policies](#) for the applicable requirements and procedures for policy review.

Please direct questions regarding this policy release to the Field Program Specialist in your region. Regional staff shall submit questions to the Policy and Regulations Unit at PPDUnit@dhs.ga.gov.