

Department Of Human Services

Information Bulletin

To: Agency Providers, Distribution

From: Kathy Patrick, Director of the Office of Licensing

Date: 07/31/18

Subject: **Policy and Procedure for child abuse registry information (CARI) checks**

In accordance with N.J.S.A. 30:6D-77 et seq., provider agencies are required to ensure that no employee is included on the Department of Children and Families' child abuse registry.

Background

The standards for *Community Residences for Individuals with Developmental Disabilities*, **N.J.A.C. 10:44A**, and for *Community Residences for Persons with Head Injuries*, **N.J.A.C. 10:44C**, both require at 2.2(a)3i-v., that each procedure include the elements of a descriptive title, purpose statement, sequential steps, staff responsibilities at each step and reporting and recording requirements.

Guidelines

The Office of Licensing requires provider agencies to develop a procedure for ensuring that no employee is included on the Department of Children and Families' child abuse registry that includes the following elements, at a minimum:

Policy statements:

1. No person who is included on the child abuse registry shall be employed.
2. No prospective community agency employee that refuses to consent to, or cooperate in, securing a child abuse registry check, shall be considered for employment.
3. Any employee who is required to undergo a child abuse registry check and refuses to consent to, or cooperate in, the securing of a child abuse registry check shall be immediately removed from that person's position and the person's employment shall be terminated.

Procedural steps:

1. All new employees' completed CARI applications shall be submitted to the Department of Human Services (DHS) within 10 days of hire.
2. Employees may work without restrictions while the CARI check is conducted.
3. The agency shall act upon the results of notification of CARI check results from the DHS within 24 hours of receipt of the notice by email.
4. If the notification of results is accompanied by notice of appeal rights for the employee, the employee must appeal directly to DCF. Employees may work without restrictions pending the outcome of an appeal.