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November 2, 2022

PIN 22-08-CCLD

TO: ALL CCLD FACILITY LICENSEES AND PROVIDERS

FROM: *Original signed by Kevin Gaines*  
KEVIN GAINES  
Deputy Director  
Community Care Licensing Division

SUBJECT: **FINGERPRINTING INSTRUCTIONS FOR RESOURCE FAMILY  
APPROVAL (RFA) RELATIVES**

**Provider Information Notice (PIN) Summary**

PIN 22-08-CCLD notifies licensees, providers and applicants of the **new** Working Title when using the Live Scan form for RFA Relatives.

Senate Bill 354 ([SB 354](#)), effective January 1, 2022, provides new flexibility for granting a criminal record exemption when the relative of a specific child(ren), or any other adult living in the relative's home, is applying for approval as a Resource Family. To identify applicants submitting Live Scan fingerprints affected by SB 354, an additional *Working Title* option was added to the Request for Live Scan Service form (Live Scan form). The Live Scan form number will either read LIC 9163 (when the applicant fills it out manually or generates the form in Guardian) or BCIA 8016 (when the applicant manually completes the Department of Justice form).

*New Working Title:* **RFA Relative**

To help ensure that background checks are processed appropriately and with minimal delay, relative applicants described above must use the new **RFA Relative** Working Title when submitting the Live Scan form. This is true whether the applicant fills out the Live Scan form manually or generates one in Guardian.

**The Care Provider Management Bureau strongly recommends starting the background check process in Guardian to reduce delays.** Please select **RFA Relative** when prompted to enter the Position Category and Position. The Live Scan form in Guardian will pre-populate with the appropriate *Working Title*. If you manually fill out a blank Live Scan form, please hand write or type in **RFA Relative** as the *Working Title*.

If you have any questions regarding the information in this notice, please contact the Care Provider Management Bureau at [Guardian@dss.ca.gov](mailto:Guardian@dss.ca.gov).

The Department will convey all new information through PINs. [Please sign up to be notified here](#) and [visit the Department's website for the latest PINs](#).