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October 15, 2024

PIN 24-10-CCLD

TO: ALL CCLD FACILITY LICENSEES AND PROVIDERS

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

SUBJECT: **CARE PROVIDER MANAGEMENT BRANCH BACKGROUND CHECK  
FORM REVISIONS**

**Provider Information Notice (PIN) Summary**

PIN 24-10-CCLD notifies all Community Care Licensing Division (CCLD) Providers, Organizations, and Licensees of several form updates related to background checks, including updates following the implementation of Assembly Bill (AB) 1720 and Senate Bills (SB) 354 and 1093.

The purpose of this Provider Information Notice (PIN) is to notify all Community Care Licensing Division (CCLD) providers, organizations, and licensees of the various background check forms updated by the Care Provider Management Branch, including updates following the implementation of [Assembly Bill \(AB\) 1720 \(Holden\)](#), [Senate Bill \(SB\) 354 \(Skinner\)](#), and [SB 1093 \(Hurtado\)](#) which went into effect on January 1, 2023. Additionally, updates were made to the Privacy Notice on each form.

To ensure that background checks, criminal record clearances, criminal record exemptions (including out-of-state child abuse and neglect [OSCA] checks, when applicable) are processed appropriately, individuals are strongly encouraged to use the new version of the applicable form when submitting outside of the Department's online portal. The most recent versions of each form can be located on the [California Department of Social Services \(CDSS\) Forms website](#).

The following forms have been revised:

## **GENERAL FORM UPDATES**

### **LIC 300B (11/23) – CONFIRMATION OF REMOVAL**

For all programs: The LIC 300B has been revised to combine the LIC 300B, LIC 300C, and LIC 300D into one form to be used when an individual must be removed from a facility/home following a criminal record exemption being denied, rescinded, or when the individual has been convicted of a crime for which an exemption cannot be granted.

## **LEGISLATIVE FORM UPDATES**

### **TLR 9163G (8/23) – TRUSTLINE REGISTRY APPLICATION**

For TrustLine Applicants: The reference to LIC 508 has been removed.

### **LIC 198B (9/23) – OUT-OF-STATE CHILD ABUSE/NEGLECT REPORT REQUEST**

For Childrens Residential Programs: Resource Family Approval (RFA), Foster Family Homes (FFH), Small Family Homes (SFH), Transitional Housing Placement Providers (THPP), Children's Crisis Residential Programs, Group Homes, Short Term Residential Therapeutic Program, Community Treatment Facilities

An LIC 198B should only be used for applicants submitting a version of the LIC 508D that is older than the 11/22 version. The LIC 508D (11/22) and newer versions combine the two forms and now collect the information requested on the LIC 198B.

### **LIC 508 OOS (9/23) – OUT-OF-STATE DISCLOSURE**

Childrens Residential Programs: Adam Walsh (Non-RFA) and individuals associated to licensed children's residential facilities eligible to accept placement of a dependent (foster) child.

See [PIN-22-16-CRP](#) for updated information on out-of-state registry checks.

### **LIC 508D (10/23) – OUT-OF-STATE DISCLOSURE & CRIMINAL RECORD STATEMENT**

The LIC 508D replaces the discontinued LIC 508 for use by Childrens Residential Programs: Resource Family Approval (RFA), Foster Family Homes (FFH), Small Family Homes (SFH), Certified Family Homes (CFH)

See [PIN-22-16-CRP](#) for updated information on out-of-state registry checks.

### **LIC 9163 (7/24) – REQUEST FOR LIVE SCAN SERVICE – COMMUNITY CARE LICENSING**

For all programs: Single License Childcare Centers (SLCC) and Medical Foster Homes for Veterans (MFHV) have been added to the list of facility types.

### **LIC 9182 (11/23) – CRIMINAL BACKGROUND CLEARANCE TRANSFER REQUEST**

For all programs: See [PIN-23-08-CCLD](#) for additional information on transfer request form updates. Information about RFA transfers can be found in [PIN 22-15-CRP](#).

**[LIC 9188 \(11/23\)](#) – CRIMINAL RECORD EXEMPTION TRANSFER REQUEST**

For all programs: See [PIN-23-08-CCLD](#) for additional information on transfer request form updates. Information about RFA transfers can be found in [PIN 22-15-CRP](#).

**ADDITIONAL INFORMATION/RESOURCES**

If you have questions regarding this PIN, please contact the Care Provider Management Branch at 888-422-5669 or [Guardian@dss.ca.gov](mailto:Guardian@dss.ca.gov) for assistance.

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](#).