

Request for Risk Evaluation Based on Past Criminal History or Central Registry Findings

Note: If you are completing this form for an optional risk evaluation for criminal history, please note that once you receive a final disposition, it is your responsibility to submit the paperwork to your Centralized Background Check Unit (CBCU) representative.

Child Care Operation Information

Child Care Operation Name:

Operation No. (number can be found at the top of the *Background Check Results Require Action Letter*):

Subject's Personal Information

Last Name:

First Name:

Middle Name:

Date of Birth:

Social Security No.:

All required checks outlined in the *Actions You Must Complete letter*, including Fingerprints (FP), Out-of-State Abuse/Neglect (OSAN), Out-of-State Criminal History (OSCH) are completed? Yes No

If no, all required check results must be received before this request can be processed.

This risk evaluation request is being submitted for (check one or both):

- Criminal History
 Central Registry (CR) finding of child abuse or neglect

Describe the crime(s) or CR finding(s):

Date of crime(s) or CR finding(s):

What position are you applying to or working as with the operation? Describe your role with the child care operation (including hours/days present, job responsibilities, nature and amount of interaction with children, plans for supervision, ages of children interacting with, if any of the children have special needs, and anticipated amount of unsupervised time with children). If you will not be providing care to the children, indicate that here.

Describe the nature, seriousness, and circumstances of the crime, or the nature and seriousness of the abuse or neglect finding. Provide any extra pages for a statement, if necessary. You may attach a statement in lieu of completing this section. Include the following information:

For Criminal History

- why you were arrested (in other words, what circumstances led to the arrest);
- where you were when arrested;
- who else was involved;
- whether anyone was injured;
- the extent and nature of other arrests in your past criminal history;
- what has changed for you since the time of the arrest; and
- why you do not pose a risk to children in care.

For Central Registry History

- the circumstances involved in the abuse or neglect investigation, including who was involved and if anyone was injured;
- the extent and nature of your past abuse or neglect history;
- what has changed for you since the time of the abuse or neglect finding; and
- why you do not feel that you pose a risk to children in care.

Have you previously been approved for a risk evaluation? Yes No If no, move on to the next section.

If yes, describe if anything has changed?

List your work history over the past 10 years, including employers, dates employed, positions held and job duties. If you do not have 10 years of work history or if there are breaks in your employment, briefly explain why. You may attach a resume in lieu of completing this section.

Check here if you are attaching a resume.

Signature

Signature:

Date Signed:

Documentation for All Risk Evaluations

Attach the following items to this form. Use the check box next to each item to indicate whether you included it.

- At least three reference letters from people who are not related to you (such as professionals or employers) and who have knowledge about your character and, if applicable, your ability to work with children. Letters must include the date the letter was written and the referring person's name and contact information. Each letter must be signed by the referring person unless the referring person sends the letter by email.

Documentation for a Risk Evaluation for Criminal History

If you are requesting a risk evaluation for criminal history, attach the following items to this form. Use the check box next to each item to indicate whether you included it.

1. An official copy of the most current court record.
2. An official copy of the police report.
3. If you were incarcerated, include:
- a copy of local, state or federal release order;
 - the date that you were released from incarceration; and
 - the terms and conditions of parole and current compliance with parole terms, if applicable.
4. If you were given a probated sentence, information related to the terms and conditions of probation or community supervision, including documentation regarding whether you successfully completed those terms. If you are presently on probation or community supervision, a statement from your community supervision officer regarding the status of your probation.
5. If you were given deferred adjudication probation and have not completed the deferral period, documentation from the community supervision officer regarding:
- when the probation will be completed; and
 - your current compliance with the probationary terms.
6. Evidence of rehabilitative effort. If you have attended any classes, treatment or support groups (either mandatory or voluntarily), provide copies of certificates indicating completion.

Documentation for a Risk Evaluation for Central Registry Finding

If you are requesting a risk evaluation for a Central Registry finding, attach the following items to this form. Use the check box next to each item to indicate whether you included it.

1. Evidence that the factors which impact the risk of future abuse or neglect have changed. If you have attended any classes, treatment or support groups (either mandatory or voluntarily), provide copies of certificates indicating completion.
2. If a review is required because of Out-of-State Abuse/Neglect History, a copy of the final child abuse or neglect investigation report from that state.

The CBCU will obtain a copy of the final child abuse or neglect investigation report from Texas to be reviewed internally as part of the risk evaluation. The requestor does not need to provide this information **unless** the subject is specifically asked to provide other documentation related to the abuse or neglect finding.