Section 1. Crime and/or Negative Action Review and Approval Type

**Director of Finance Review**

- [ ] Category 2: Five year disqualifying crime and more than five years since date of the conviction.
  - [ ] FBI crimes not listed in other sources (must not be disseminated per RCW 43.43.837(3)):
    - [ ] Washington State Patrol, Administrative Office of the Courts, Department of Corrections, or self-disclosure:

- [ ] Negative Actions:
  - [ ] Founded finding of abuse, neglect, exploitation, or abandonment of a vulnerable adult, juvenile or child;
    - Intake number:
  - [ ] Court finding of child abuse or neglect (e.g., established “b” dependency); Case number:

- [ ] Other Types of Negative Actions:
  - [ ] Termination, revocation, suspension, or denial of a license, certification, and/or State or Federal contract
  - [ ] Relinquishment of a license, certification, or contract in lieu of an agency negative action
  - [ ] Revocation, suspension, denial or restriction placed on a professional license
  - [ ] Department of Health disciplining authority findings

**Contracts Unit Manager Review**

- [ ] FBI crimes not listed in other sources (must not be disseminated per RCW 43.43.837(3)):

- [ ] Washington State Patrol, Administrative Office of the Courts, Department of Corrections, or self-disclosure:

- [ ] Any other serious crime involving a person that is not a permanent disqualifying, five year disqualifying, or crime listed above.
  - [ ] FBI crimes not listed in other sources (must not be disseminated per RCW 43.43.837(3)):

  - [ ] Washington State Patrol, Administrative Office of the Courts, Department of Corrections, or self-disclosure:
### Section 2. Crime or Negative Action History Information

**COLLATERAL CONTACTS**

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<thead>
<tr>
<th>DOCUMENTS REVIEWED</th>
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<tr>
<th>CHILDREN’S ADMINISTRATION OR OTHER CHILD WELFARE RECORD INFORMATION REVIEWED</th>
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### COMMENTS

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### Section 4. Reviewer’s Decision and Signature

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<td>CONTRACTS UNIT MANAGER’S SIGNATURE</td>
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Character, Competence and Suitability Assessment – A character, competence and suitability assessment is required:

1. When assessing out-of-home caregivers under RCW 43.43, RCW 74.15.030, WAC 388-06 and PL 109-248. When CA staff assesses the character, competence and suitability of a person providing care to a child under CA’s care and custody, CA staff may consider factors that include but are not limited to the following:
   - Vulnerability of child(ren) to whom the person is requesting unsupervised access.
   - What relationship, if any, the person requesting unsupervised access has to the child.
   - In order to aid reunification, consider the proximity of the person who is requesting unsupervised access to the child’s family, school and community.
   - The person’s ability to meet the physical, emotional and mental health needs of the child.
   - The person’s ability to meet the racial, ethnic, cultural, and religious needs of child.
   - The specific experiences and/or training the person has that prepares him or her to provide for or support any special needs of the child.
   - The degree to which the person is willing to initiate and participate in medical or therapeutic treatment of the child.
   - In order to maintain sibling connections, consider the person’s ability to provide care to this child and his or her siblings.
   - Child welfare history and Division of Licensed Resources history of the person, if any.

2. DSHS may find a person with convictions able to have unsupervised access to children or individuals with a developmental disability only in the following two situations (see WAC 388-06-0190):
   - (a) If the conviction for any crime listed in WAC 388-06-0180 occurred more than five years ago; or
   - (b) If the conviction was for a crime other than those listed in WAC 388-06-0170 or WAC 388-06-0180.

In both of these situations, DSHS must review an applicant’s background to determine his or her character, suitability, and competence to have unsupervised access to children or individuals with a developmental disability. In this review, DSHS must consider the following factors:

   (a) The amount of time that has passed since convicted;
   (b) The seriousness of the crime that led to the conviction;
   (c) The number and types of other convictions;
   (d) The amount of time that has passed since the conviction;
   (e) The age at the time of conviction;
   (f) Documentation indicating successful completion of all court-ordered programs and restitution;
   (g) Behavior since the conviction; and
   (h) The vulnerability of those that would be under the applicant’s care.