

RFA Out of County Case File Transfer Protocol

I. **Purpose:**

The purpose of this protocol is to provide instructions on how to transfer the physical Resource Family Approval Case file and subsequent arrest record of all adults in the home from one county to another for an approved Resource Family. If an approved Resource Family moves to a different county or is a converted Resource Family, the approval remains in full effect unless the approval is rescinded or the family chooses to surrender the approval. The two counties will work together to ensure the Resource Family is supported through their move from one county to another.

II. **Definitions:**

BCII 9002	DOJ form that is used to transfer the subsequent arrest notification from one county to another. NOTE: One form per individual needs to be completed.
Criminal Record Exemption Packet	File that contains the granted exemption, criminal history information, and all relevant exemption support material.
Host County	The county that is the legal residence of a Resource Family.
New County of Residence	Resource Family's new county of residence.
OOC POC	The Out of County Point of Contact (OOC POC) will be used as the contact person for each county.
Original Approval County	The county that first approved the Resource Family.
RFA Case	The physical case file shall include all documents/records in Section 10-05 (b) of the Written Directives (WD).
RFA Converted Family	A licensed Foster Family Home, or Approved Relative and Non-Relative Extended Family Member (NREFM) that has met the RFA conversion approval requirements.
RFA Relocation/ Conversion Transfer Checklist	A form that was developed to ensure all documents and forms are included with the original RFA file that is being transferred.
RFA Relocation/ Conversion Transfer Form	A form developed to facilitate the relocation or transfer of a converted Resource Family (RF) from one county to another.

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RFA Relocation/ Conversion Transfer Packet	The physical RFA case file and if applicable the Criminal Record Exemption Packet.
Subsequent Arrest Notification	Subsequent arrest notification (also called “rap-back”) is a service for which the counties contract, with the California Department of Justice (DOJ). This service ensures that the counties are notified if a person who has been Live Scanned is subsequently arrested in California.

III. Action Steps for a RFA Family Relocation to a New County of Residence:

Steps	Who	Action
1	Original Approval County will email the RFA Relocation/ Conversion Transfer Packet	The OOC POC will email the RFA Relocation/Conversion packet which includes: <ul style="list-style-type: none"> • RFA Relocation/Conversion Form • BCII 9002 (See Section B below) • Written Reports (to include original and any updates) and Approval Certificate • The date the hard file will be sent to the new county of residence, including any exemption files and documents.
2	New County of Residence OOC POC	Once the RFA Relocation/Conversion packet is received, it will be reviewed and the relocation/conversion RFA will be assigned to an RFA Worker.
3	New County Assigned RFA Worker	Will contact the family within five business days and schedule a site inspection.
4	New County Assigned RFA Worker	Will complete: <ul style="list-style-type: none"> • the building and grounds inspection pursuant to the Written Directives. • the BCII 9002 with the family (see Section B below). • an updated Written Report and Certificate.

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5	New County Assigned RFA Worker	Once the file is received, it will be reviewed to ensure all required documents are included in the Resource Family File. NOTE: Please view required documents in section 10-05 (b) of the Written Directives.
6	New County Assigned RFA Worker	Will email OOC POC of the Original Approving County that DOJ has approved the transfer.
7	Original Approval County	Will send the No Longer Interested Notification (BCIA 8302) on every adult in the Resource Family home. NOTE: An applicant cannot be approved for transfer until DOJ has approved the sub-arrest transfer. The original approving county maintains responsibility until the sub-arrest has transferred.

IV. Background Clearance/Criminal Exemption Transfer Procedures:

Section A: Required Provisions for Transfer

- The transfer is within the following RFA/Foster Care applicant types as defined by the Department of Justice (DOJ):
 - Resource Family Homes,
 - Relative/Non-Relative Extended Family Member (NREFM) Homes, and
 - Licensed Foster Family Homes
- The individual has an “active” status at the Department of Justice (DOJ) and the original approval or licensing agency still has the authority to receive subsequent history. A No Longer Interested (NLI) Notification form (BCIA 8302) has **not** been sent to the DOJ.
- DOJ confirms that the authority to receive subsequent rap service has been transferred to the new county of residence requesting the transfer.

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Section B: The following procedures will be followed when transferring a background clearance/criminal record exemption for a Relocation and/or Conversion RFA.

Who	Action
Original Approval County	<ul style="list-style-type: none"> • Provide Resource Family/Applicant Substitute Agency Notification Request (BCII 9002) form to all the adults in the home and: <ul style="list-style-type: none"> ○ Complete Step 1 of the form (applicant information) ○ Complete Step 2 of the form NOTE: The BCII 9002 will be included in the OOC Relocation Packet for all the adults in the home who have previously live scanned. • Will send criminal exemption case file/packet including: <ul style="list-style-type: none"> ○ Exemption case file shall contain all criminal history information and all relevant exemption support material ○ RFA 01B - Resource Family Criminal Record Statement ○ RFA 02 - Resource Family Background Checklist and Out-of-State Child Abuse Registry Checklist ○ LIC 198B - Out-of-State Child Abuse/Neglect Report Request ○ RFA 09B - Notice of Action to Individual Regarding Resource Family Approval Criminal Record Exemption Decision ○ Live Scan Application ○ Letter to Applicant Notifying of Adult Requesting an Exemption ○ Letter to Adult requesting an exemption (if applies) ○ Child Abuse Registry Checklist ○ Criminal Exemption Approval ○ Clearance or exemption documentation of that check and subsequent arrest notifications (rap back service) ○ LIC 301E – Reference Request – Exemption ○ Court Documentation ○ Police Reports ○ Caregiver’s request for exemption ○ Megan’s Law ○ Adam Walsh Results ○ DMV (if applicable)

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Original Approval County (cont)	<ul style="list-style-type: none"> ○ Certificates of Rehabilitation (i.e. MADD Class, Drug Treatment etc.) ○ Any other documents reviewed/considered in the exemption process
New County of Residence or Host County	<p>Complete Step 3 of BCII 9002 to DOJ for all adults in the home.</p> <p>NOTE: The original agency shall not forward the individual's CORI to another agency at any time. Any CORI/RAP sheet received from DOJ may not be shared with anyone with the exception of the affected individual. However, the reviewing agency exemption decision documents may be shared.</p>
DOJ sends transfer approval to new county of residence	<p>DOJ will cease processing subsequent arrest notifications for original approval county and send copy of approved BCII 9002 confirming transfer of rap back service.</p> <p>NOTE: An applicant cannot be approved for transfer until DOJ has approved the sub-arrest transfer. The original approving county maintains responsibility until the sub-arrest has transferred.</p>
New County of Residence	<p>Will send copy of approved BCII 9002 confirming transfer of rap back service to original approval county.</p> <p>Will submit NLI (BCIA 8302) to DOJ.</p>
Original County of Residence	<p>Will send NLI (BCIA 8302) to DOJ to cease subsequent rap service.</p>

Refer to Section 122 of the RFA Background Assessment Guide (BAG) for more information.