



## TrustLine Update # 2 – April 24, 2020

### Response to the Covid-19 Emergency Situation

Welcome to the second TrustLine Update created during the Covid-19 Emergency Situation with a focus on 1) current status of TrustLine background checks; 2) transferring clearances from licensed child care facilities to TrustLine; and 3) Live Scan accessibility issues and suggestions. If you missed the first TrustLine Update or would like to take a second look at it, the link is below.

#### Current Status of the TrustLine Background Check

While there is an Executive Order (EO) by Governor Newsom that allows the California Department of Justice to do name checks for licensed child care providers (<https://www.gov.ca.gov/wp-content/uploads/2020/04/4.16.20-EO-N-52-20-text.pdf> See item #11), that order does not include TrustLine background checks. As for the implementation of the EO for licensed child care, we expect a Provider Information Notice (PIN) from the California Department of Social Services (CDSS) very soon on how they will be implementing this order.

#### What does this mean for TrustLine?

What this means for TrustLine is that 1) there will be no name-based background checks for license-exempt child care providers funded through California's subsidy child care system, 2) there will be no name-based background checks for the other agency types required to use TrustLine (i.e. nanny agencies, ancillary child care centers, etc.), and 3) TrustLine applicants need to continue to submit fingerprints for this background check.

#### TrustLine Application Information During the Covid-19 Emergency

As outlined in the first TrustLine Update <https://rnnetwork.org/assets/general-files/TrustLine-Update-1-Covid-19-March-20.pdf>, please remember that DOJ and CDSS TrustLine Fees are waived until further notice for all applicant types. So, please use the TLR 1 application form for all TrustLine applicants and use the DOJ Billing Code of 100126 to waive the DOJ fee.

## Transferring CCL Clearances to TrustLine

Per CDSS PIN 20-04-CCP, [https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN\\_20-04-CCP.pdf](https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN_20-04-CCP.pdf), *New staff at a licensed facility, or a new TrustLine provider, may start caring for children immediately upon submission of a request to transfer a current CDSS criminal record clearance or exemption and child abuse clearance. This waiver applies to background check requirements under Health and Safety Code sections 1596.603(d), 1596.605 (b)(1) and 1596.871; and Title 22, Cal. Code of Regulations, Division 12, sections 101170, 101170.1, 102352, 102370, and 102370.1. b*

### What does this CDSS PIN mean?

It means, that if an individual is currently employed at a licensed child care facility or has been associated with a child care facility in the last 3 years, s/he can transfer their clearance to TrustLine using the TLR 1 TrustLine application form, completing Box 8 on the form, and submitting a copy of her/his driver's license. The individual does not need to be reprinted. The transfer application can be entered on the TrustLine Web-based Applications (TWA) system. However, the transfer won't be processed until the paper application form is received by CDSS. So, it is extremely important that the completed TLR 1 paper form requesting the transfer be scanned and emailed to CDSS at [CBCBCSI@dss.ca.gov](mailto:CBCBCSI@dss.ca.gov) with the subject line of the email: TrustLine Transfer Request. Or you can mail the TLR 1 form and copy of the I.D. as soon as possible to: Department of Social Services, Caregiver Background Check Bureau, Attn: TrustLine Registry Program, P.O. Box 944243, M.S. 9-15-57, Sacramento, CA 94244-2430. We also recommend that on the paper application form, if possible, Box 8 is highlighted in a color or otherwise marked clearly so that whoever is opening the mail at CDSS notes that there is a transfer request being made.

If someone wants to transfer from TrustLine to work in a licensed child care facility, they need to complete the TLR 3 form - <https://www.cdss.ca.gov/cdssweb/entres/forms/english/tlr3.pdf>. This form should be sent to the Caregiver Background Check Bureau at CDSS at the following email address [CBCBCSI@dss.ca.gov](mailto:CBCBCSI@dss.ca.gov).

## Live Scan Access Issues and Reaching out to Community Partners

We have heard from several R&Rs in the last few weeks that their usual Live Scan vendor was currently closed and that there are limited or no public Live Scan sites currently available in their County. We understand that many law enforcement offices that typically provide Live Scan services have stopped providing that service for now. The Network staff lifted up this issue to CDSS, CDE, the legislature and the Governor's office and as a result, Live Scan vendors have been declared an essential infrastructure service during this emergency. More and more Live Scan locations are opening each week.

### Reaching Out to Partners, Colleagues and Friends

While the Network continues to advocate for state-level support and guidance on this issue, the Network is also advocating for local agencies to do what you do best – reach out to your partners, colleagues and friends in your communities to explain that child care providers are essential workers during this emergency as they care for other essential workers' children, and that the children in their care deserve the protection that fingerprint-based background checks like TrustLine provide.

## Live Scan Information and Resources

### All Public DOJ Live Scan Sites Can Scan TrustLine Applicants

TrustLine applicants can go to any Live Scan vendor certified by the CA Department of Justice to be fingerprint scanned - which is any public Live Scan vendor on DOJ's list. As stated on the California Department of Justice's website, *All Live Scan fingerprinting services are "Essential Critical Infrastructure Workers" in COVID-19.* Here is a list by county of public Live Scan sites: <https://oag.ca.gov/fingerprints/locations>. In addition to the Live Scan locations on DOJ's list, there may also be Live Scan machines located in County Offices of Education and/or County Welfare Departments – sometimes associated with their Foster Care programs – that may not be available to the public but could also be used to print TrustLine applicants if these entities are willing to provide access for you.

### **Suggestions to Address Live Scan Access Issues**

We are encouraging local R&R/AP programs that are having a hard time finding a Live Scan vendor that is open, to connect with individuals they know in their community - especially those with whom you have a relationship - and share information about the essential nature of child care in this emergency. Does someone at your agency or a relative of someone you work with or a neighbor know someone that works at the Sheriff's Office? Police Department? County office of Education? County Welfare Department? a private Live Scan vendor? that has a Live Scan machine that could be used as needed or during limited times just for caregivers. Is there a mobile Live Scan vendor in your county or an adjacent county that would be willing to travel to a specific location if there were enough caregivers to make it economically feasible for them to do so?

For example, Jeff Garner, the Executive Director over the R&R and AP programs in Kings County reached out to their County Office of Education and they agreed to fingerprint child care providers a couple mornings a week.

### **Did you miss the first TrustLine Update?**

Topics in the first TrustLine Update included:

- DOJ and CDSS TrustLine Fees are Waived Until Further Notice for ALL Applicant Types
- Use the TLR 1 Application form for ALL TrustLine Applicants
- Use the Billing Code to Waive the DOJ Fee
- Reimbursement for Fingerprinting Fees
- Accessing the TrustLine Web-based Application System

Access the first TrustLine update: <https://rrnetwork.org/assets/general-files/TrustLine-Update-1-Covid-19-March-20.pdf>.

### **Questions**

This, like many things these days, is a fluid situation and as things evolve, we will continue to communicate with you. Please contact Cindy Mall, [cmall@rrnetwork.org](mailto:cmall@rrnetwork.org), 415-494-4642 or Nick O'Dowd, [nodowd@rrnetwork.org](mailto:nodowd@rrnetwork.org), 415-494-4644, for any TrustLine questions you may have.

Stay healthy! Be well! Breathe!