

**Children's Long Term Support Waiver
Kenosha County
Juvenile Records Request Release Form**

I, _____ (DOB: _____), with the consent of my legal parent/guardian, _____, hereby authorize the release of my juvenile criminal and caregiver related records, to _____ for the purpose of applying for a caregiver position with a client enrolled in the Children's Long Term Support (CLTS) Waiver. This is a state and federally funded Home and Community Based Waiver program and in order for potential caregiving providers to qualify they must have a thorough background check to ensure there are no criminal or caregiving offenses that would bar the caregiver from providing services or endanger the health and safety of the client. In the case of Juvenile applicants, this means a thorough background check of any juvenile records must be completed in order to be in compliance with state and federally mandated Home and Community Based Waiver manual policies and procedures.

The above named Juvenile applicant and their parent/guardian further acknowledges and agrees to the following policies:

- 1) Juvenile records obtained will be kept in an employee file, available to Kenosha County CLTS Waiver Agency staff that implement and review CLTS Waiver related programming, CLTS Waiver county fiscal and administrative staff, CLTS Waiver state administrative staff, and state appointed auditors.
- 2) Shredding of Juvenile Records
 - a. If a potential juvenile applicant is not hired, the juvenile and their parent/guardian, may request the records are shredded upon that decision.
 - b. Records for employees hired must be kept for a minimum of 7 years. A request to shred juvenile records for all hired juvenile applicants cannot be reviewed until after the 7 year period has been met.
- 3) Information from the juvenile's records will be shared with the CLTS Waiver client and that client's parent/guardian. For the purposes of the CLTS Waiver program, clients and their guardians are considered the employer for all caregiving services of independently hired staff. Therefore, this information must be shared with the employer in order for them to determine that the juvenile's past history will not endanger the health and safety of their child/ward.

Signature of Juvenile Applicant

Date

Signature of Applicant's Parent or Legal Guardian

Date

Signature of CLTS Waiver Case Manager Requesting Records

Date

Records Request:

Please check one of the following:

No Juvenile Records Found in court services intake

No Child protective services reports as a maltreater or substantiation

Yes Juvenile Records Found in court services intake

Yes Child protective services reports as a maltreater or substantiation

Signature of Records Reviewer

Date

Please return this form and all applicable records to:

Attention: _____

ADDRESS & FAX Info: