



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
*Aging and Long-Term Support Administration*  
*PO Box 45600, Olympia, Washington 98504-5600*

October 11, 2019

**AL TSA: AFH #2019-017**  
**AUTHORIZED USE OF THE BACKGROUND CHECK SYSTEM (BCS)**

Dear Adult Family Home Provider:

In June of 2018, the Background Check Central Unit (BCCU) implemented an on-line Background Check System (BCS) for providers to submit and receive background checks. Each authorized entity (service provider/licensee) must register a Primary Account Administrator (PAA) who will manage the user roles on the account. As a provider, you have permission from the department to submit and receive background checks through BCCU for those people required to have a background check under chapter 388-76 WAC.

As a reminder:

- The use of BCS by Adult Family Home providers is limited to completing the background check requirements of chapter 388-76 WAC. See WAC 388-76-10161 for details on who must have a background check.
- Any other use is prohibited. Examples of unauthorized use of the BCS include:
  - Using the account to run a check on a friend or family member.
  - Giving login info to a third party to conduct checks on their behalf.
  - Using the account to run a background check on a business associate or for employment not related to the AFH license.
- As noted in the terms of use for accessing the BCS:
  - Unauthorized use of the BCS may result in enforcement.
  - Unauthorized use of the BCS may violate state and federal law and could result in civil or criminal liability.

Thank you for your continued commitment to resident health and safety.

If you have any questions, please contact [Antonietta Lettieri-Parkin](#), Policy Program Manager, at (509) 227-2474.

Sincerely,

Candace Goehring, Director  
Residential Care Services

DSHS: "Transforming Lives"