

## Checklist for CDSS Licensed Facilities Fingerprint Transfers

The California Department of Social Services (CDSS) has established an expedited process to transfer a CDSS background clearance or exemption from one licensed facility to another. The process applies to any staff with either a CDSS background clearance or exemption. The purpose of providing an expedited process is to assist CDSS licensed facilities (homes, day programs, etc.) in obtaining staff during the current COVID-19 outbreak.

### **Process for Transferring a California Department of Social Services (CDSS) Clearance or Exemption to a New Facility Number**

To request a clearance transfer between state licensed facilities:

- Licensee must submit the Criminal Background Clearance Transfer Request LIC 9182 to the local CCL office or fax it to the Caregiver Background Check Bureau (CBCB) at (916) 754-4584.
- An individual with an active clearance should not be re-fingerprinted as this may delay the processing of the transfer.

To request an exemption transfer between state licensed facilities:

- Licensee must submit the Criminal Record Exemption Transfer Request LIC 9188 by fax to CBCB at (916) 754-4584.
- An individual with an exemption should not be re-fingerprinted as this may delay the processing of the transfer.

For all transfers:

- All transfer requests must be submitted to CDSS before the individual who is subject to the transfer has client contact in order for the licensee to be in compliance with the law.
- Individuals seeking to transfer to the same facility type or from one facility to another location under the same licensee will be allowed to work at the new facility while the transfer request is pending.
- An individual need not wait for a confirmation of the transfer before they can begin work or be present in the facility.
- Transfers to more than one facility may be requested on one form.
- Licensees may attach a list of each facility number to which the individual is to be transferred.
- Licensees may contact their local Community Care Licensing (CCL) office to verify the individual's status.

For questions about the status of a transfer, contact CBCB by sending an email to [CBCBCust@dss.ca.gov](mailto:CBCBCust@dss.ca.gov) or calling 1 (888) 422-5669.

Licensees can also access their local Community Care Licensing (CCL) offices:

#### **SAN JOSE ADULT & SENIOR CARE UNIT**

George Nwafor, Licensing Program Manager

Sarah Yip, Licensing Program Manager

Romeo Manzano, Licensing Program Manager

2580 North First Street, Suite 350, MS 29-07

San Jose, CA 95131

Telephone: (408) 324-2112; FAX: (408) 324-2133

Counties: San Benito, Santa Clara, Santa Cruz, and Monterey