

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

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SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1897



March 20, 2020

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES LICENSED  
FACILITIES FINGERPRINT CLEARANCE AND EXEMPTION  
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, as detailed in the enclosure 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.

Please notify your providers of this process. If you have any questions regarding this expedited process, please contact Tamara Kidwell at (916) 651-6311 or [Tamara.Kidwell@dds.ca.gov](mailto:Tamara.Kidwell@dds.ca.gov).

Sincerely,

*Original Signed by:*

NANCY BARGMANN  
Director

Enclosure

cc: Regional Center Administrators  
Regional Center Directors of Consumer Services  
Regional Center Community Services Directors  
Association of Regional Center Agencies  
Kim Johnson, CDSS  
Pam Dickfoss, CDSS

**“Building Partnerships, Supporting Choices”**

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

If an individual has an active clearance or exemption, they should not be re-fingerprinted as this may delay the processing of the transfer. Licensees may contact their local Community Care Licensing (CCL) office to verify the individual's status. [Here](#) is a list of local office contact information.

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.

1. To request a clearance transfer between state licensed facilities, a 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.
2. To request an exemption transfer between state licensed facilities, a Licensee must submit the [Criminal Record Exemption Transfer Request LIC 9188](#) by fax to CBCB at (916) 754-4584.

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. 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. An individual need not wait for a confirmation of the transfer before they can begin work or be present in the facility.

If you have 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.