



Janice K. Brewer
Governor

DEPARTMENT OF ECONOMIC SECURITY
Your Partner For A Stronger Arizona

Clarence H. Carter
Director

Date

Name
Address
City, State ZIP

Dear _____,

You are receiving this letter as either an employee or a prospective employee who works or wishes to work with children or vulnerable adult clients of the Arizona Department of Economic Security (ADES). Arizona state law requires the ADES to conduct a search of the Child Protective Services (CPS) Central Registry for each employee of a Contractor, Subcontractor, or Offeror who provides direct services to children or vulnerable adults for ADES.

A search of the CPS Central Registry found that you have a substantiated (determined to have occurred) finding of child abuse or neglect that disqualifies you from providing direct services to children or vulnerable adult clients of ADES.

Report ID Number: _____ Participant ID Number: _____

You may contact the Division of Children, Youth and Families (DCYF) Protective Services Review Team at (602) 264-3376, extension 3340 about this report. Please reference the Report ID Number above.

You may request a Central Registry Exception by contacting the Arizona Board of Fingerprinting (ABOF). Additional information can be found at:

www.azbof.gov

or

Arizona Board of Fingerprinting

Mail Code 185

P.O. Box 6129

Phoenix, AZ 85005

602-265-0135 or info@azbof.gov

Sincerely,

Division of Children, Youth and Families
Financial and Business Operations Administration
Contracts Unit

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Disponible en español en línea o en la oficina local.