



Eric J. Holcomb, Governor
Terry J. Stigdon, MSN, RN, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-234-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

Date: October 1, 2021
To: Licensed Child Placing Agencies
From: Donald Travis, Deputy Director of Juvenile Justice Initiatives and Support
David Reed, Deputy Director of Child Welfare Services
Subject: LCPA Replacement of Limited Criminal History (LCH) Checks
DCS-21-14

The Indiana Department of Child Services (DCS) recognizes the cost involved for a Licensed Child Placing Agency (LCPA) to obtain required Limited Criminal History (LCH) Checks. Therefore, effective immediately the LCH is being replaced by a search of www.MyCase.in.gov. This search will provide the same information as the LCH while eliminating the associated cost for access to the information by the LCPA. Refer to [Conducting Local Criminal Court Records Checks](#) for guidance on utilizing MyCase.

Exception: A limited number of Indiana Counties are not yet live with all records in MyCase. Counties affected are listed on the main MyCase page. It is projected that all Indiana Counties will be live in MyCase by the end of 2021. For criminal history results in affected counties only, a search should be conducted at www.DoxPop.com.

Policy [13.09 Conducting Background Checks for Foster Family Home Licensing](#) requires the completion of an LCH Check. This policy will be revised soon to remove reference to the LCH Check and require a search of MyCase. All other requirements outlined in the policy remain effective.

Questions regarding background checks and the use of MyCase or DoxPop should be directed to your Residential Licensing Specialist (RLS). The RLS may direct additional questions to COBCUInquiry@dcs.in.gov.

Sincerely,

Donald Travis, Deputy Director of Juvenile Justice Initiatives and Support

David Reed, Deputy Director of Child Welfare Services

