

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES (CDSS)  
AND THE COUNTY OF EL DORADO

This Memorandum of Understanding (MOU) is entered into by and between the California Department of Social Services, hereinafter referred to as the State, and the County of El Dorado, hereinafter referred to as the County, pursuant to Section 1511 of the California Health and Safety Code for the purpose of establishing the County as the entity responsible for performing licensing functions for the State with respect to Foster Family Homes (FFHs) which are located within the geographical area of the County.

I. **Section VI, General Provisions, Item G**, is hereby revised to include paragraph 2, Criminal Record Clearance, as follows:

G. No person in the County Licensing Program shall engage in any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to his/her duties as a licensing worker or County employee or with the duties, functions or responsibilities of the licensing program or the County as outlined in the sections entitled "Conduct and Discipline" and "Conflict of Interest" of the California Department of Social Services, Administrative Manual, Personnel Handbook.

1. The County shall not license a foster family home if the licensee, applicant, or spouse thereof, is employed by the County's Child Welfare Services Department. The County shall refer all such cases to the regional office for licensure by the State.

2. Criminal Record Clearance

County director or his/her designee shall request a criminal record clearance, from the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI), for all county employees or volunteers, performing licensing regulatory duties, who have frequent and routine contact with children or who have access to licensing files. The criminal record clearance information shall be delivered to the county. Criminal record clearance requests will include subsequent notification service that is to be delivered to the county. If it is found that the employee or volunteer has been convicted of a crime, other than a minor traffic violation, the county director or his/her designees shall determine whether there is substantial and convincing evidence to support a reasonable belief

that the employee or volunteer is of good character so as to justify frequent and routine contact with children or have access to the confidential information in licensing files. The county will be responsible for notifying CDSS of the designated person managing the criminal record checks.

II. The effective date of this amendment shall be July 1, 2009.

AGREED:

CALIFORNIA DEPARTMENT  
OF SOCIAL SERVICES

COUNTY OF EL DORADO

By: \_\_\_\_\_

By: Daniel Nielson

Daniel Nielson, M.P.A.  
Director  
Department Of Human Services

TITLE: Chief, Contracts and Financial  
Analysis Bureau

Dated: \_\_\_\_\_

Dated: 2-11-2010

**-- COUNTY OF EL DORADO --**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Chair  
Board of Supervisors  
"County"

**ATTEST:**

Suzanne Allen de Sanchez  
Clerk of the Board of Supervisors

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Deputy Clerk