

Office of Child Welfare Programs

Maurita Johnson, Deputy Director

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Number: CW-IM-13-007

Due date: 11/15/13

Issue date: 12/05/13

Topic: Foster Care

Subject: The DHS/OHA Background Check Unit is moving

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental
Disabilities Services (ODDS) |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Child Welfare
employees |
| <input type="checkbox"/> County DD Program Managers | |

Message:

The DHS/OHA Background Check Unit (BCU) will be moving from its current location in the Parkway Building in Salem to a new location on Cherry Avenue in Keizer on the afternoon of December 6th. **Beginning at 12 noon on December 6, 2013 the BCU will be unavailable** to process emergency 1011f background check requests or to respond to other inquiries. The BCU will be back on line and available at its new location on Monday December 9, 2013 at 8 AM. If the need arises during the afternoon of December 6th to certify a home for immediate placement of a child or children, please rely on the authorized LEADS Operator in your local office to conduct the required criminal background checks.

Effective December 9, 2013 the BCU's address will be:

3406 Cherry Ave NE, Keizer, OR 97303

The fax number for transmitting 1011F background check requests for purposes of emergent placement will remain the same after the move: **503-378-2589**. For non-emergencies please mail requests to the address above beginning December 6th.

If you have any questions about this information, contact:

Contact(s):	Harry Gilmore		
Phone:	(503) 945-6685	Fax:	(503) 947-5072
Email:	harrygilmore@hotmail.com		