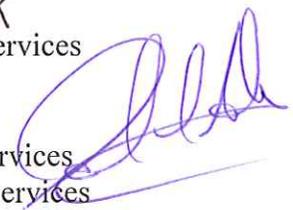


**DIVISION OF CHILDREN AND FAMILY SERVICES
ADMINISTRATIVE MEMO #1-2012**

To: All Children and Family Services Staff

From: Chris Hanus, Administrator 
Division of Children and Family Services

Approved By: Scot Adams, PhD, Interim Director 
Division of Children and Family Services
Department of Health and Human Services

Date: January 3, 2012

Contact Person: Julie Hippen, Program Specialist, (402) 471-1731 or julie.hippen@nebraska.gov

RE: LB 157: Guardian/Conservator Adult and Child Abuse and Neglect
Registry/Register self check

Effective Date: Immediately

Duration: Until revised

Purpose: Provide guidance to staff about how the public can request an Adult and
Child Abuse and Neglect Registry/Register check for the purposes of
establishing a guardianship/conservatorship

LB 157, passed during the last legislative session, takes effect January 1, 2012 and enacts several changes to the guardianship and conservatorship statutes. The intended changes will provide the probate court a greater level of oversight of guardianships and conservatorships and will prevent abuse, neglect, or exploitation of a ward or protected person.

The Administrative Office of the Courts & Probation established the criteria for a background check. The four reports required to complete a background check include a credit check, a criminal history check, a sex offender registry check, and a check of the Adult and Child Abuse and Neglect Registry/Register. In order for the Court to appoint a person as a guardian/conservator, the statute requires the potential guardian/conservator to submit the four reports to the Court at least 10 days prior to the hearing, unless waived or is a temporary/emergency guardianship/conservatorship.

DHHS has created a *Guardian/Conservator Central Registry/Register Self-Check* form with instructions posted on the DHHS website for easy access by the public.
http://dhhs.ne.gov/children_family_services/Pages/nea_cr.aspx

Persons who desire to complete a check of the Adult and Child Abuse and Neglect Central Registry/Register may access the form via <http://dhhs.ne.gov>.

1. The right hand column contains a list of topics under the heading “How do I...” In the list of topics, there is a heading **request....**,
2. Open the drop down list for the heading **request....** and view the choices.
 - a. “removal from the child/adult abuse and neglect register/registry” and
 - b. **“request a central registry background check”**.
3. Select **“request a central registry background check”**
4. Scroll down to view the appropriate form and print.

Those persons will then submit completed forms to Children and Family Services Central Office to process the check.

Below you will find link to the NE Supreme Court website that describes the changes to the guardianship/conservatorship statutes, the newly required forms required, and information about the required background checks.

<http://www.supremecourt.ne.gov/Guardian/guardian-info.shtml>