

Date

Name
Street Address
City, KS 6xxxx

Congratulations. You have been chosen as adoptive parents for . This is a wonderful opportunity for you and your family. As required by the Prevention and Protection Services Policy and Procedure manual and Kansas Statutes Annotated (K.S.A.) 65-516, SRS is requiring your family members to complete an Expanded History Check. Additionally, K.S.A. 59-2131 requires the Department for Children and Families to determine whether a prospective adoptive parent has been convicted of a felony for any act described in articles 34, 35, or 36 of the Kansas criminal code or, within the last five years been convicted of a felony violation of the uniform controlled substances act or any similar conviction in another jurisdiction. Kansas Department of Health and Environment requires this background check on all family members who are 10 years of age or older.

This process can be completed by the . Please contact at to schedule a time when you can come in and complete the process. The results of the history check will be confidential and viewed only by myself. If there are any concerns I will notify you of what steps will need to be taken in order to proceed with the process. If you have any questions feel free to call me at .

Sincerely,



Strong Families Make a Strong Kansas