



Dear Employee,

The State of Maine, Department of Health and Human Services, Office of Child and Family Services, requires the employee to complete an Authorization Release of Confidential Substantiated Child Abuse & Neglect Records Information form, for purposes of making employment decisions to any organization working directly with children.

This electronic form will be completed online by Compliance Specialist after your Employment Processing appointment.

You will need to provide the following information on a separate piece of paper:

- Full name: First, Middle and Last
- Date of Birth
- Any other names to include previous marriages, maiden, or aliases
- Current physical address
- Fill out and bring with you the consent form attached below
- Prince William County Public Schools will pay the \$15 processing fee on your behalf to the state of Maine Department of Health and Human Services.

Bring this information, along with all completed documents, to your Employment Processing appointment with PWCS. We will submit this information to the Maine Department of Human Services, Office of Child & Family Services, on your behalf.

If you have any questions on this matter, please contact the Compliance Office directly at 703-791-8958/8382.

Sincerely,

Compliance Specialist
Human Resources Department