Uploaded Document Requirements

Documents required to be uploaded for an individual to be approved as a <u>user</u> of CANS:

Entity Type	Letter Verifying Employment on Letterhead	Agency License	State Issued Driver's License, <u>or</u> State ID, <u>or</u> employment badge for government employees
Out of State Agencies conducting home studies for foster children or as part of an open child welfare case	Must upload this **or** Agency License	Must upload this **or** verification of employment on letterhead	Mandatory
Out of State Child Protective Agencies only for investigation purposes (not home studies)	Must upload this **or** Agency License	Must upload this **or** verification of employment on letterhead	Mandatory
Licensed Out of State Child Care Facilities	Mandatory	Mandatory	Mandatory
Louisiana DCFS Licensed Facilities	Mandatory	Optional	Mandatory
Louisiana Department of Health Licensed Therapeutic Groups Homes	Mandatory	Optional	Mandatory
Out of State Licensed Residential Facilities that house foster children or meet the federal definition of a child care institution	Mandatory	Mandatory	Mandatory

Documents required to be uploaded when an application for an individual clearance is submitted:

Entity Type	Consent Form	Applicant's State ID <u>or</u> Driver's License	Agency License	Request on Letterhead
Out of State Agencies conducting home studies for foster children or as part of an open child welfare case	Form A Mandatory	Mandatory	Either Agency License **or** request on letterhead required	Either Agency License **or** request on letterhead required
Out of State Child Protective Agencies only for investigation purposes (not home studies)	Form A Mandatory	Optional	Either Agency License **or** request on letterhead required	Either Agency License **or** request on letterhead required
Licensed Out of State Child Care Facilities	Form B Mandatory	Mandatory	Mandatory	Optional
Louisiana DCFS Licensed Facilities	Form B Mandatory	Mandatory	Optional	Optional
Louisiana Department of Health Licensed Therapeutic Groups Homes	Form B Mandatory	Mandatory	Optional	Optional

Out of State Licensed Residential Facilities that house foster children or meet the federal definition of a child care institution	Form B Mandatory	Mandatory	Mandatory	Optional

How to upload documents: First, insert the documents face-down in the scanner. If you have a flatbed scanner, make sure that it is clean and free of debris. Second, press the "Scan" button. Wait for the document to scan. After the final scan is completed, you can save the document by clicking on "File" and then "Save". Next, click on "Browse". Then, find and select the file you want to upload. Finally, click on "Upload File".