Dear Agency Administrator,

New Jersey law requires individuals in certain employment categories and volunteer capacities to undergo Child Abuse Record Information (CARI) background checks with the state Department of Children and Families (DCF). Beginning **February 1, 2019**, DCF will launch an electronic system to allow programs to request, pay for, and receive results of CARI checks. The Department will begin to phase out paper-based CARI applications after February 1, 2019.

This new system will be accessible through the *My New Jersey* portal, a secure website maintained by the State of New Jersey. All programs that are statutorily required to conduct CARI background checks of employees and prospective employees must create *My New Jersey* accounts at [https://my.state.nj.us/openam/UI/Login](https://my.state.nj.us/openam/UI/Login). The website for the CARI application will be [https://www.njportal.com/dcf/cari](https://www.njportal.com/dcf/cari), but will not be accessible until February 1, 2019. When registering your facility, you will need to enter your Center Identification Number and your unique PIN: 725314 to create your program’s account to submit electronic CARI requests.

The new system will allow participants to maintain an individual account, check the status of submitted applications, and store payment information. Through this system, employees will be able to complete the electronic CARI check application on-site, or through an emailed link that expires after two weeks. All completed CARI checks will be returned through the electronic system, as well.

The fee for CARI applications for specific programs will increase to $15, inclusive of a processing fee, with the implementation of this electronic system, but it is expected that it will save time and resources. To help with this transition, the Department will be providing training, through webinars, in the coming weeks. Thank you for your continued partnership and for working with the Department to keep families safe, healthy and connected.

Respectfully,

[Signature]

Clinton Page, Esq.
Director of Legal Affairs
Department of Children and Families

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