

# Practice Alert



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Issued by: Children's Division  
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## MACHs Validations

Dear Children's Division Staff,

**This Practice Alert is to remind Circuit Managers (LASOs and OCA Administrators) to remember to validate or opt out of rap back when you receive a validation email on a resource parent. The validation emails look very similar to the rap back arrest emails.**

**When you receive a validation email, you should log into MACHs, click on validations, and find the name of the person (or people) to validate. If you are currently still working with the resource parent then you click the validate button. If you are not working with them any longer then you opt them out of state and federal rap back. If you do not act on the validation then after 30 days they are automatically opted out which means they would need to be fingerprinted again if we were still working with them.**

**Please also remember to check rap backs within 24 hours and request the report if we are still working with the resource parent. If we are no longer working with them then opt them out of state and federal rap back. Again, if you do not address the rap back within 30 days then they are automatically opted out of state and federal rap back.**

**Please let me know if you have any questions or concerns. Thank you.**

