



Background Checks

Provider Notifications Overview

Child-Placing Agencies

Overview of Changes

The purpose of this document is to explain the significant changes child-placing agencies (CPA) must understand regarding how the Child Care Licensing's (CCL) Centralized Background Check Unit (CBCU) will notify a CPA of a person's background check results beginning January 13, 2019.

Significant changes include:

- CBCU will send the CPA notice of the person's eligibility determination, not the detailed results, for a person who *is not associated* with a foster or adoptive home (e.g. a case manager or office staff);
- CBCU will send the CPA notice of a person's eligibility determination *and* the detailed results of the person's check *only for a person associated* with a foster or adoptive home (e.g. a foster or adoptive parent or household member); and
- CBCU will have direct communication with the person who is the subject of the background check regarding the results.

What is an *Eligibility Determination*?

An eligibility determination is CBCU's assessment of whether a person may be present in a child care operation based on the results of the person's background check. An eligibility determination does not include detailed information about the results, such as specific criminal history or Central Registry matches.

This table provides information related to the four types of eligibility determinations:

Eligibility Determination	What It Means	Action Needed
Eligible	The person can be present at the CPA or home.	The CPA does not need to take any action.

Eligibility Determination	What It Means	Action Needed
Ineligible	The person cannot be present at the CPA or home.	The CPA must: <ul style="list-style-type: none"> • Ensure that the person is not present at the CPA or home; and • Inactivate the person in the CPA's Child Care Licensing Account.
Conditional	The person can be present at the CPA or home, under the conditions CBCU places on the person's presence.	The CPA must ensure the person follows the conditions placed on the person's presence.
Provisional	<p>The person can be present at the CPA or home, under the conditions CBCU places on the person's presence.</p> <p>This determination is temporary until the CBCU finalizes the determination (for example, the CBCU receives further out-of-state information or completes a risk evaluation), at which time the CBCU will send a new eligibility notice to the CPA.</p>	The CPA must ensure the person follows the conditions placed on the person's presence.

How Will the CBCU Notify a CPA of a Person's Background Check Results?

After the CBCU receives the results of a person's background check, the CBCU will make an eligibility determination for the person who is the subject of the background check and notify the CPA of the following:

- The person's eligibility determination;
- Whether the person can or cannot be present at the operation; and
- If applicable, any conditions the person must follow.

If the person is associated with a foster or adoptive home, the notification will also include:

- The type of background checks included in the letter and the detailed results;
- Any background check types that are still pending;
- Any actions the person must take to complete the background check and the due date for the action;
- Any action the CPA must take and the due date for the action; and
- Whether the person is eligible for a risk evaluation.

The subject line of the email notification you will receive regarding a person's eligibility determination is *Eligibility Status Notification*.

Must the CPA Receive Notice of a Person's Eligibility Determination before the Person Can be Present?

Yes. Before a person may be present at the CPA, CBCU must notify the CPA that the person's eligibility determination is:

- *eligible;*
- *eligible with conditions; or*
- *provisionally eligible with conditions.*

One exception is that a CPA may allow a person to be present at the CPA before the CPA receives notice of the person's eligibility determination if:

- the person is present at the CPA for the sole purpose of attending orientation or pre-service training; and
- does not have contact with children in care.

Must the CPA Receive Notice of a Person's Eligibility Determination before Verifying a Foster Home or Approving an Adoptive Home?

Yes. Before a CPA may verify a foster home or approve an adoptive home, CBCU must notify the CPA that the eligibility determination for all household members of the foster or adoptive home is:

- *eligible; or*
- *eligible with conditions.*

Can a Person's Eligibility Determination Change?

Yes. A person's eligibility determination can change if CBCU receives additional information regarding the person's background check that changes CBCU's assessment. For example, CBCU may receive new information from the FBI National Rap Back service, out-of-state background checks, or updated court documents. If a change occurs, CBCU sends a new notification to the CPA. Only the most recent notification is valid.

What Other Notifications will CBCU Send a CPA?

CBCU will send the following notifications as described in the table below:

Subject	Description	Subject Line of Email
Employee List Validation	CBCU will notify a CPA 30 days before the CPA's Employee List Validation is due.	<i>Employee List Validation Notification</i>
Background Check Renewal	CBCU will notify a CPA 30 days before a person's renewal check is due if the person is still active on the operation's Employee List.	<i>Background Check Renewal Due Notification</i>

What Notifications Will CBCU Send to the Person Who Is the Subject of the Background Check?

CBCU will have direct communication with the person who is the subject of the background check regarding the person's results. Notifications that CBCU will send directly to the person will include the following types of information:

- Instructions for submitting fingerprints;
- How to request out-of-state checks and submit to CBCU, if applicable;
- How to request a risk evaluation and submit to CBCU, if applicable;
- Reminder notification to complete fingerprinting or submit out-of-state background check results;
- The person's detailed background check results and eligibility determination;
- Instructions for disputing a background check result;
- The FBI rejected a person's fingerprint submission; and
- CBCU's decision to approve or deny a risk evaluation request.