



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Commissioner

February 22, 2021

Dear Provider,

This letter serves to communicate important updates regarding comprehensive background check requirements. Please read this information carefully.

In September 2019, the Office of Children and Family Services (OCFS) implemented federally required comprehensive background checks under the Child Care and Development Block Grant Act (CCDBG). These requirements include:

- A NYS criminal history record check with the Division of Criminal Justice Services
- A national criminal record check with the Federal Bureau of Investigation (FBI)
- A search of the NYS Sex Offender Registry
- A database check of the NYS Statewide Central Register of Child Abuse and Maltreatment (SCR) in accordance with section 424-a of the Social Services Law
- A search of the national sex offender registry using the National Crime and Information Center

In addition, the following background clearance checks are required to be conducted where an individual resides or resided outside of New York State in the past five years:

- A search of the criminal history repository in each state where the individual resides or resided outside of New York
- A search of any state sex offender registry or repository in each state where the individual resides or resided outside of New York
- A search of state-based child abuse or neglect repository in each state where the individual resides or resided outside of New York

As you know, CCDBG requires all operators, directors, employees, volunteers, and household members living in a family or group family day care home age 18 years and older who were existing prior to the new regulations and cleared under the prior process to complete the comprehensive background clearance requirements listed above in accordance with a schedule set forth by OCFS. Prior to the onset of the COVID-19 pandemic, these individuals were required to schedule their fingerprint imaging appointment within seven days (before or after) their birthday. For example, if your birthday is on May 15, your fingerprint imaging appointment was to occur between May 8 and May 22.

As a result of the COVID-19 pandemic, fingerprinting services were suspended from mid-March 2020 through June 2020. This notification serves to reinforce the birthday schedule as outlined above, for existing individuals who were required to complete the CCDBG comprehensive background check process during March - June 2020 but were unable to do so as a result of fingerprint services being

unavailable. We are now aligning the March 2020 - June 2020 timeframe for completion of the comprehensive background check requirements, with this coming March - June 2021. This means that anyone whose birthday falls from March 2021 - June 2021 must schedule a fingerprint appointment to occur within seven days (before or after) their birthday if they have not yet completed this process. It is imperative that this schedule be followed so that the system can support the fingerprint process being completed as required. Not following the schedule may result in an individual not being screened as required. Fingerprinting appointments can be scheduled online at <https://uenroll.identogo.com/workflows/15441V> or by calling 1-877-472-6915.

In addition to scheduling an appointment for fingerprint imaging for all current/existing individuals born between March - June that have yet to do so, programs must also submit the entire, completed, OCFS-6000 series clearance packet within seven days (before or after) of the individual's birthday. Instructions on where forms are to be mailed are included on OCFS-6000. For a copy of these forms, please reach out to your licensor or registrar, or download and print from the OCFS website at <https://ocfs.ny.gov/main/documents/docsChildCare.asp>

If all current/existing individuals in your programs have already completed the comprehensive background check process, then no further action needs to be taken at this time. For individuals with birthdates from March - June for which this process has not yet been completed, the guidelines in this letter must be followed. OCFS will communicate additional scheduling timeframes for individuals whose birthdates are outside of this March - June 2021 timeframe and have not yet completed the comprehensive background check process. These individuals should wait for additional information prior to proceeding with this process.

Thank you for your cooperation and for your tireless commitment to caring for our children and supporting families.

Sincerely,



Janice Molnar, Ph.D.
Deputy Commissioner
Division of Child Care Services