



Office of Children and Family Services

KATHY HOCHUL
Governor

SHEILA J. POOLE
Commissioner

December 8, 2022

Dear Provider:

This letter contains important information and updates about comprehensive background checks that may impact your child care program. Please read it carefully.

In September 2019, OCFS implemented new comprehensive background check (CBC) requirements required by the federal Child Care and Development Block Grant Act (CCDBG) and New York State Social Services Law, that all child care programs must comply with. The following information is intended to clarify these requirements and related expectations.

Overview

All operators, employees, and volunteers in licensed/registered child care programs are subject to the following CBC provisions, including household members 18 years of age or older in family and group family child care programs. These background check requirements include:

- NYS and FBI criminal history repository (via fingerprint submission)
- Statewide Central Register of Child Abuse and Maltreatment (SCR)
- Justice Center Staff Exclusion List (SEL)
- NYS Sex Offender registry
- National Crime and Information Center-National Sex Offender Registry

In addition, for any individual who resides or resided in another state in the prior 5 years, the following checks must be done against that state(s):

- Criminal history repository
- Child abuse and maltreatment registry
- Sex Offender registry

In order to initiate the comprehensive background check process, individuals must follow the instructions on the [OCFS-4930](#) form to schedule a fingerprinting appointment and also submit a complete [OCFS-6000](#) packet to their program's regulator or director, as explained for the particular person's role in the OCFS-6000.

Once individuals complete the comprehensive background checks (CBCs) required under CCCDBG and they are approved for their roles, the approval is valid for up to 5 years unless there is a break in service from working in any program for more than 180 days. However, even once approved, individuals are still required to submit a new SCR and SEL clearance if they move to another program.

Expectations/Requirements for Child Care Programs

As OCFS continues to review its practices around the implementation of these CBC requirements, we have identified several areas that will assist OCFS in processing the background checks in a timely manner:

- Please make sure that only fully and accurately completed OCFS-6000 series clearance packets are submitted to your licensing/registration offices for processing. It is also important that handwriting is legible or typed, if possible. Incomplete or illegible submissions will not be processed and will be returned for completion. Please also make certain that the individual's name on the completed forms matches the way it is listed on their identification used for fingerprinting.
- When submitting the 6000 clearance packet, please be sure to include your program's Facility ID (license/registration) number on every form. This information can be found on the bottom left side of the license/registration and is helpful for tracking purposes.
- Do not start the CBC process, including fingerprinting, until you have selected a candidate for employment and they are moving forward in the hiring process. Only those employees that have accepted a position in your program should have the CBC process started. OCFS is receiving a high number of CBC submissions that are initiated but never completed from applicants who were not selected to be employees. This overloads the processing system and delays the processing of viable candidates.
- For center-based organizations that provide multiple services in addition to child care, only individuals who are directly employed or volunteer in the child care program are eligible to be cleared through OCFS. OCFS cannot clear individuals not working or volunteering in the child care program run by your organization. Doing so may have implications for your program.
- For day care center and school age child care program employees and volunteers, the SCR check must be initiated by the child care program and submitted through the Online Clearance System as part of the CBC process. This does not apply to the role of director (see below). Appropriate \$25 payment must also be provided, as required for the roles being screened. Information on how to request access to the Online Clearance System for center-based programs is available at <https://ocfs.ny.gov/programs/cps/central-register.php>.
- New directors in day care center and school age child care programs are required to send the necessary forms into their respective licensing/registration offices for processing. They may not process their own SCR form online via the Online Clearance System. The entire 6000 packet is required to be sent into the office in these instances.
- Please make sure that your licensing/registration office has the most current contact information at your program so that CBC approvals can be returned to the appropriate individuals.

- Please be sure the most current OCFS forms are being completed and submitted so there are no delays in processing.

While we anticipate ongoing technology improvements in CBC processing, including automation of the process, we appreciate your attention to the practices outlined above. OCFS also plans to do technical assistance sessions in the near future to help programs better under the requirements and expectations regarding background check processing. Additional information can be found at [CCDBG Background Checks | Division of Child Care Services | OCFS \(ny.gov\)](#) and you can also contact your licensing/registration representative for additional assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nora Yates', with a long horizontal flourish extending to the right.

Nora Yates, Deputy Commissioner
Division of Child Care Services