



## Office of Children and Family Services

KATHY HOCHUL  
Governor

SUZANNE MILES-GUSTAVE, ESQ.  
Acting Commissioner

January 5, 2024

Dear Enrolled Legally Exempt Informal Non-Relative Provider:

Pursuant to the Social Services Law, the New York State Office of Children and Family Services (OCFS) must complete a Comprehensive Background Check (CBC) for existing providers, employees, volunteers, and household members aged 18 and older not related in any way to all children in care at all enrolled legally exempt informal non-relative child care programs at least once every five years in accordance with a schedule developed by OCFS. To complete these new CBCs in a timely manner, OCFS is requiring individuals to initiate their CBC renewal process prior to the re-enrollment period in which that individual's CBC is due to expire.

### **PLEASE READ CAREFULLY**

#### **CBCs are Required as follows:**

Sixty days before the end of your current enrollment period, existing providers, household members, employees and volunteers whose CBC will expire during the current or upcoming re-enrollment period will be notified to initiate a complete CBC renewal as part of the re-enrollment process. As provider, you will also receive notice of these individuals on the notice of re-enrollment coming due.

If an existing individual's CBC is not expiring during the current or upcoming re-enrollment period, new CBC documentation will not be required to be submitted. Individuals who do not have an approved CBC must complete a full CBC prior to re-enrollment.

#### **About the Costs to Complete the CBC:**

Existing providers/employees submitting a CBC renewal will not be required to pay a fee for the new database clearance conducted through the Statewide Central Register of Child Abuse and Maltreatment (SCR).

#### **Requirements to Initiate a CBC Renewal:**

Individuals must initiate their new CBC by submitting both:

- New and completed fingerprint submission
- New 6000 Packet- *Required Forms and Clearance List Child Care Programs*

Please notify OCFS immediately upon receipt if any individuals included on the notice of re-enrollment coming due as requiring a new CBC are no longer associated with your program. If you, as the provider, or any applicable household members fail to initiate a new CBC by submitting both new fingerprints and a 6000 packet, your re-enrollment will not be approved. Employees and volunteers are eligible to continue in their role unless they do not initiate a new CBC and their current CBC expires.

**Scheduling a fingerprint appointment:**

People can call 1-877-472-6915 or go to <https://uenroll.identogo.com/workflows/15441V> to schedule a fingerprint imaging appointment.

We appreciate the important work you do caring for children. If you have any questions, please contact your enrollment agency.

Sincerely,

A handwritten signature in black ink that reads "Nora Yates". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Nora Yates  
Deputy Commissioner  
Division of Child Care Services