

**From:** Licensing [mailto:DSS\_LICENSING@LISTSERV.COV.VIRGINIA.GOV] **On Behalf Of** Williams, Edwina (VDSS)

**Sent:** Thursday, January 11, 2018 12:13 PM

**To:** DSS\_Licensing

**Subject:** Fieldprint Fingerprint Communication memo 5

The attached file is being sent to child day centers, family day homes, voluntarily registered family day homes, family day systems, religiously exempt child day centers, certified preschools, short-term child day centers and unlicensed child day programs receiving child care subsidy assistance from the Virginia Department of Social Services Email Distribution Service.

**\*\*\*Please do not reply to this email.\*\*\***

**SCROLL DOWN TO VIEW ATTACHMENT**



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**DATE:** January 11, 2018

**TO:** Licensed Child Day Centers  
Licensed Family Day Homes  
Voluntarily Registered Family Day Homes  
Licensed Family Day System  
Religious Exempt Child Day Centers  
Certified Preschools  
Unlicensed Child Day Programs Receiving Child Care Subsidy Assistance

**FROM:** Charlene Vincent, Director, Division of Licensing – Children’s Programs

**SUBJECT:** Fingerprint based background checks – implementation memo #5  
Timing of obtaining fingerprint background checks

This memo is to provide you information about the timing of obtaining fingerprint based background checks. **VDSS expects to ‘go live’ with the fingerprinting process on January 16, 2018.**

**To avoid overloading the system and creating delays in returning results, we are asking everyone to follow the current and new schedule outlined below on when to get fingerprints taken.**

There are different start dates for different categories of child care providers. Find the designated category and follow the process for that category. The categories are:

1. Current individuals - individuals who are existing (applicants, agents, employees, volunteers, household members) as of the date we begin fingerprinting
2. New individuals - new applicants, new employees/volunteers, new household members who begin work/applications as of the date we begin fingerprinting

### **Schedule for current individuals**

The schedule for current individuals is based on the results date from your last completed name based criminal history. For example, if your last criminal history was from March 2015; you should register for an appointment and be fingerprinted in March 2018.

If you are currently an applicant, agent, employee, volunteer, or house hold member, please follow the schedule below:

| <b>Child Care Individuals who had a name check completed in:</b>   | <b>Month to begin fingerprinting:</b> |
|--|---------------------------------------|
| January 2015<br>** Individual from a religious exempt child day center with name checks completed 2014 or earlier      | January 2018                          |
| February 2015<br>** Individual from a religious exempt child day center with name checks completed 2014 or earlier     | February 1, 2018                      |
| March – June 2015<br>** Individual from a religious exempt child day center with name checks completed 2014 or earlier | March 1, 2018                         |
| July – December 2015   | April 1, 2018                         |
| January – June 2016  | May 1, 2018                           |
| July – December 2016   | June 1, 2018                          |
| January – June 2017  | July 1, 2018                          |
| July – December 2017   | August 1, 2018                        |
| January 2018   | September 1, 2018                     |

**Why can't I get fingerprinted right away?**

Virginia State Police and OBI need time to process all the fingerprints and can only handle a certain amount of requests at a time. By following the schedule outlined, there should not be a backlog of fingerprints that would hold up the process for everyone receiving results.

**Is there a deadline to be fingerprinted?**

Yes. Current individuals must have completed their fingerprint background checks by September 30, 2018.

**Schedule for new individuals**

Employees and volunteers

All employee and volunteers that are hired on or after the date we begin fingerprint checks must have a fingerprint based background check completed before that individual begins employment or volunteer service.

Household members

Within 30 days of an adult becoming a household member, the individual must have completed a fingerprint based background check.

New applicants/agent for licensure, registration, or subsidy vendor

New applicants for licensure, registration, or subsidy vendor must have fingerprint background checks as part of the application.

New board officers who are applicants or agents must complete a fingerprint based background check within 30 days of appointment as a board officer.

Licenses, registrations, or approvals will not be granted until fingerprint based background checks are completed.

| <b>Applicant Category</b>    | <b>Fingerprint check completed:</b>              |
|------------------------------|--|
| New employee/volunteer/agent | Before beginning employment or volunteer service |
| New household members        | Within 30 days of moving into a home             |
| New applicant/agent          | Within 30 days of becoming an applicant or agent |

**Reminder:** All of the fingerprint implementation memos can be found at [http://www.dss.virginia.gov/family/children\\_background.cgi](http://www.dss.virginia.gov/family/children_background.cgi) along with other helpful resources.

Please contact your licensing inspector or licensing office with any questions.