

From: Licensing [mailto:DSS_LICENSING@LISTSERV.COV.VIRGINIA.GOV] **On Behalf Of** Williams, Edwina (VDSS)
Sent: Friday, December 08, 2017 11:44 AM
To: DSS_Licensing
Subject: BIS provider memo - contact information

The attached file is being sent to child day centers, short-term child day centers, family day homes, voluntarily registered family day homes, religiously exempt child day centers, certified preschools, 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

DATE: November 15, 2017

TO: Licensed Child Day Centers
Licensed Family Day Homes
Voluntarily Registered Family Day Homes
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

RE: VDSS Office of Background Investigations (OBI) Request for
Point of Contact Information Form

12/8/17 Update:

- We are resending this memo to remind providers to exactly follow all instructions in the recent emails sent from yyMFTMailbox@dss.virginia.gov regarding completing a form indicating the OBI contact for your facility. The subject line of these emails is: OBI Contact Info Facility xxxx (the specific facility ID number is unique to each facility).
- Thank you to those who have correctly submitted the form. If you haven't submitted the form, please follow the instructions in that email and call OBI at 804-726-7884 with any questions. Following these instructions will allow for this information to be directly uploaded into our background information system, thus saving time and resources and getting us closer to our implementation roll-out in January, 2018.
- Do not send questions to the email yyMFTMailbox@dss.virginia.gov, as that email is only designed to receive the form with contact information.
- If you have not received this email and form, please contact your licensing inspector to confirm that your email address on file is correct.

This memo contains important information to assist you in complying with the Virginia law that became effective July 1, 2017, requiring you to conduct fingerprint based national criminal history searches on employees, volunteers, household members, and applicants and agents in your agency. Please read the entire memo carefully to ensure that a background contact person will be designated for your program.

OBI will obtain criminal history search results from the Virginia State Police and the Federal Bureau of Investigation for individuals who have submitted a fingerprint check. All criminal history results will be screened by OBI staff against the current barrier crimes list and a determination will be made if the individual is *eligible* or is *not eligible* to serve in the capacity for which the fingerprint background check indicated. This eligibility determination will be sent to the designated contact person at the program associated with the individual.

What we need from you to designate a contact for your program

- Each provider must designate one person to be the 'background information primary contact' for your agency. All correspondence and communications about fingerprint background checks from OBI will be directed to this designated contact.

- Following these instructions will allow for this information to be directly uploaded into our background information system, thus saving time and resources and getting us closer to our implementation roll-out.
- Your agency will be sent a form in the next week requesting contact information for this background information primary contact individual. The email will be sent from Virginia Department of Social Services, email address: yyMFTMailbox@dss.virginia.gov .
- You will need to complete the form and email it back promptly, following the specific instructions in the email. If you do not respond, or if the form has incomplete information, the form will be resent to your agency for proper completion.
- **This form will be specifically designed for your agency** and should not be copied or completed by another agency. If the agency named on the form is not correct, please contact OBI at 804-726-7884 to request a corrected form.
- It is important that the email address you submit to OBI is valid as all determination letters for your agency will be emailed to the designated point of contact.
- Please be on the lookout for this system-generated email, as it will not look like other emails you receive from VDSS.
- If your facility is part of a corporate chain, and you wish for one designated contact person to receive all fingerprint background check determinations for multiple branches, please contact OBI at 804-726-7884 once you receive the form.

As a reminder, your agency should continue to follow the name check based criminal history check requirements for your program type until VDSS has notified you that implementation of the fingerprint based background checks is ready to begin. VDSS is expecting to 'go live' with our implementation roll-out in the first part of January, 2018. More details on what you need to do to request a fingerprint background check, including an implementation timeline schedule, will be sent soon.

If you have any questions about this memo, please contact OBI at 804-726-7884. Thank you.