



## Office of Children and Family Services

ANDREW M. CUOMO  
Governor

SHEILA J. POOLE  
Commissioner

June 9, 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 15th, your fingerprint imaging appointment was to occur between May 8 and May 22.

A prior letter issued by OCFS on February 22, 2021, communicated a revised schedule for completing the CCDBG comprehensive background check process, that aligned the March 2020 - June 2020 timeframe that was impacted as a result of the COVID pandemic, with this March - June 2021. This meant that anyone whose birthday falls from March 2021 - June 2021 should have scheduled a fingerprint appointment to occur within seven days (before or after) their birthday and must still do so if this has not yet been completed for this timeframe.

OCFS records show that there are still individuals, whose birthdates fall outside of the current March-June 2021 timeframe, who have yet to complete the comprehensive background check process. Please confirm that all individuals in your programs have completed the comprehensive background check process. 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 for whom this process has not yet been completed, the guidelines in this letter must be followed. Programs who fail to complete the required comprehensive background check processes for their staff may be cited for regulatory violations and subject to enforcement activities.

**For individuals who have yet to complete the comprehensive background check process, the following schedule must be followed:**

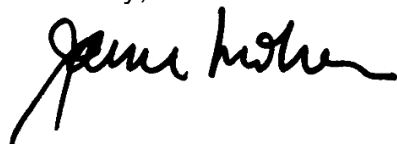
- Individuals with birthdates in July, August, and September must schedule their fingerprinting appointment to occur in the month of July 2021.
- Individuals with birthdates in October, November and December must schedule their fingerprinting appointment to occur in the month of August 2021.
- Individuals with birthdates in January and February must schedule their fingerprinting appointment to occur in the month of September 2021.

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 that have yet to do so in accordance with the aforementioned schedule, programs must also submit the entire, completed, OCFS-6000 to coincide with the scheduled fingerprint appointments.** Instructions on where forms are to be mailed are included on OCFS-6000. For a copy of these forms, please reach out to your licenser or registrar, or download and print from the OCFS website at: <https://ocfs.ny.gov/main/documents/docsChildCare.asp>

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