

Child Care Licensing Background Check FAQ

	<u>Fingerprints with state background check - CHRI</u>	<u>Household & Personnel Form (H&P)</u>
Who?	<i>ALL</i> staff and household members age 18 and older (including volunteers) who have regular contact with children.	All new staff* ages 14 years or older; and household members age 10 and older.
What other background checks are accepted?	Only when processed for DHHS in New Hampshire i.e., CCLU, Child Development Bureau or Foster Care.	N/A
When?	<ul style="list-style-type: none"> • Before they begin working in a program • Date added to household • Within a week of turning 18 	<ul style="list-style-type: none"> • On or before first day of employment • When added to the household • Upon reaching age 10 in family based programs • Upon reaching age 18 in family & center based programs
How Often?	<ul style="list-style-type: none"> • Every five (5) years 	<ul style="list-style-type: none"> • Every license renewal • Every time a complete background check is done
What do I have to turn in?	<ul style="list-style-type: none"> • H&P • State CHRI Form (CCLU 1-A) • Applicant/Licensing LiveScan Fingerprinting Form • Fingerprints (Live Scan ONLY) • Payment (\$19.50) 	<ul style="list-style-type: none"> • H&P
Where do I send forms?	<ul style="list-style-type: none"> • Fingerprints <ul style="list-style-type: none"> ○ Live Scan ONLY (will be electronically sent from PD) • CHRI Form (CCLU 1-A); and • Applicant/Licensing LiveScan Fingerprinting Form <ul style="list-style-type: none"> ○ State Police 33 Hazen Drive Concord, NH 03301 	Child Care Licensing 129 Pleasant Street Concord, NH 03301
Cost?	<ul style="list-style-type: none"> • \$19.50 	N/A
What do I need on file at my program?	<ul style="list-style-type: none"> • Copy of Applicant/Licensing LiveScan Fingerprinting Form • Copy of submitted CHRI and H&P 	Returned H&P for each staff and household member who have completed a background check and have been deemed eligible to work in child care by CCLU.
Can a person work/volunteer in the program before results are received?	Yes, however, they must work under the direct supervision of eligible staff.*	Yes, however, they must work under the direct supervision of eligible staff.*

*Staff – Child Care Personnel per He-C 4002.01(1) including volunteers and paid staff.

*Eligible Staff refers to staff who have completed the appropriate criminal record checks through DHHS and deemed eligible.

Forms can be found at <http://www.dhhs.nh.gov/oos/cclu/>