

DHHS/OFFICE OF LEGAL SERVICES, CHILD CARE LICENSING UNIT

129 PLEASANT STREET, CONCORD, NH 03301
Telephone 1-800-852-3345 Extension 9025 or 603-271-9025

EMPLOYMENT ELIGIBILITY CARD APPLICATION

Please complete **ONLY** the section of this application that pertains to your request, ensuring that it is completed in ink, and legible. See instructions on page 2 for an explanation of each section.

EMPLOYEES NAME AND MAILING ADDRESS MUST BE COMPLETE OR THIS FORM WILL NOT BE ACCEPTED

First Name _____	Last Name _____
Mailing Address (PO Box or Street) _____	
City _____	State _____ Zip Code _____

FOR OFFICE USE ONLY _____ Enclosed is the employment eligibility card for the employee listed. This card is the property of the employee and is to be retained by the employee for child care employment purposes. The employee should provide a **COPY** of this card to their employer upon request.

Per 170-E:7 IV-a. After the department has made a determination that an individual required to complete a criminal record check under paragraph 170-E:7 I does not pose a present threat to the safety of children, the department may issue a child care employment eligibility card, which shall be valid for 5 years provided that no disqualifying convictions are subsequently submitted, and the individual remains eligible as described in subparagraph 170-E:7 II-a(b). The state may require additional background checks to be completed based upon conviction information submitted.

FIRST CARD (\$50.00 Fee or thereof)

Please complete the following to determine the cost of the card if prints are due to expire in less than 5 years. If prints were just submitted, the fee is \$50.00.

Year of Most Recent FBI Printing (20__) + 5 = (20__) Year prints are due to expire – Current Year (20__) =
of years remaining until FBI expiration X \$10.00 = \$ _____ (If fee is 0 see NOTE on page 2 for instructions)

Example: 2015 +5 = 2020 – 2017 = 3 X \$10.00 = \$30.00

ALL Previous Last Names: _____ Date of Birth: _____
Name of Program: _____ Program Lic. #: _____

RENEWAL CARD (\$50.00 Fee)

ALL Previous Last Names: _____ Date of Birth: _____
Name of Program: _____ Program Lic. #: _____
Child Care Eligibility Card #: _____ Expiration Date: _____

REPLACEMENT CARD (\$15.00 Fee)

ALL Previous Last Names: _____ Date of Birth: _____
Name of Program: _____ Program Lic. #: _____
Child Care Eligibility Card #: _____ Expiration Date: _____

*Include payment payable to: **Child Care Licensing Unit**

My signature below certifies I am the individual listed above and the information provided is true.

Signature: _____ Date: _____

Signed under penalty of unsworn falsification pursuant to RSA 641:3
r:\program support\licensing\ccl\group\rules\background checks\original word docs\employment eligibility card application.docx

Effective: 09/2017

The Department of Health and Human Services' Mission is to join communities and families in providing opportunities for citizens to achieve health and independence.

Please complete ONLY the section of this application that pertains to your request. Please read each option below carefully to determine which one best fits your need.

Employment Eligibility Card Applications are to be completed by the employee. ALL employment eligibility cards are the property of the employee and will be mailed directly to the employee via the mailing address provided on page 1 of this application. Therefore, it is recommended that the program request the employee to provide a COPY of their card, to be placed in their employee file at the program and be available for review by licensing staff.

Who is required to obtain an employment eligibility card? Anyone 18 years of age or older in one of the following roles: center directors who do not own their programs; all child care personnel working with children who are employed by the program; family child care workers; and family child care assistants. **EXCEPTION:** Those individuals listed above are NOT required to obtain a card if they completed a background check through DHHS prior to October 1, 2017 and are working for the same licensee at the time they renew their background check.

NOTE: If your fingerprint expiration date is less than eight months from today's date you DO NOT have to apply for an employment eligibility card at this time. Within three months of your fingerprint expiration you are required to complete a new background check. At that time you must apply for an employment eligibility card, completing the 'Renewal Card' section of the application.

Fingerprints completed within the last five years? If you have had fingerprints completed for DHHS (i.e. Foster Care, Child Development Bureau, Child Care Licensing Unit) within the last five years and have not been separated from employment from a child care provider within the state for more than 180 days then complete the 'First Card' section of the application. Using the instructions provided on page 1 you will determine the fee required upon submission of this application for your employment eligibility card. If you are unsure of the year of your most recent FBI printing please call us at 603-271-9025!

Submit the following *directly* to the Child Care Licensing Unit, 129 Pleasant Street, Concord, NH 03301:

- **Employment Eligibility Card Application (CCLU 1-C); AND**
- a check made payable to **Child Care Licensing Unit** for the prorated amount.

Fingerprints completed more than five years ago? If you are currently working in a licensed child care program and your fingerprints are due to expire then you will complete the 'Renewal Card' section of the application. The fee required is \$50.00.

Once printed submit the following *directly* to the Child Care Licensing Unit, 129 Pleasant Street, Concord, NH 03301:

- **Household and Personnel Form (CCLU 1-B)** (ensure that this form is completed in its entirety);
- **Employment Eligibility Card Application (CCLU 1-C); AND**
- a check made payable to **Child Care Licensing Unit** for \$50.00.

Misplaced your employment eligibility card? If you have misplaced your card AND you have not been separated from employment from a child care provider within the state for more than 180 days then you will complete the 'Replacement Card' section of the application. The fee required is \$15.00.

Submit the following *directly* to the Child Care Licensing Unit, 129 Pleasant Street, Concord, NH 03301:

- **Employment Eligibility Card Application (CCLU 1-C); AND**
- a check for made payable to **Child Care Licensing Unit** for \$15.00.

Have you been separated from employment from a child care provider within the state for more than 180 days?

NO - then follow the instructions for one of the three options listed above that fits your need.

YES - then you must, PRIOR to beginning employment in a licensed child care program, complete the entire background check process at this time. Individuals CANNOT begin working until all information noted in #3 on the Criminal History Record Information Authorization form (CCLU 1-A) is completed, and submitted to State Police.

ALL SECTIONS OF THIS EMPLOYMENT ELIGIBILITY CARD APPLICATION MUST BE COMPLETED FULLY IN INK AND MUST BE LEGIBLE. Incomplete forms will be returned to the applicant for completion, which will delay the process. All signatures must be original. Photocopies of the signed form will NOT be accepted.

KEEP COPIES OF ALL DOCUMENTATION FOR YOUR RECORDS

Please visit <http://www.dhhs.state.nh.us/DHHS/BCCL> for additional information.

If you need clarification or have any questions, we welcome your calls 603-271-9025.

Effective: 09/2017