

## Residential Child Care Licensing Background Check FAQ

	<u>Fingerprints with state background check - CHRI</u>	<u>Household &amp; Personnel Form (H&amp;P)</u>
<b>Who?</b>	<u>ALL</u> direct care and program staff; household members 18 and older; and those who have regular contact with children (including volunteers).	All direct care and program staff; and household members; and those who have regular contact with children (including volunteers).
<b>What other background checks are accepted?</b>	Only when processed for DHHS in New Hampshire i.e., CCLU, Child Development Bureau or Foster Care.	N/A
<b>When?</b>	<ul style="list-style-type: none"> <li>• Before they begin working in a program</li> <li>• Date added to household</li> <li>• Before they begin working in a program <i>IF</i> they have been separated from employment in a licensed child care within the state for more than 180 days</li> </ul>	<ul style="list-style-type: none"> <li>• On or before the first day of employment</li> <li>• When added to the household</li> <li>• On or before their first day of employment <i>IF</i> they have been separated from employment in a licensed child care program for more than 180 days</li> </ul>
<b>How Often?</b>	Every five (5) years	<ul style="list-style-type: none"> <li>• Every license renewal</li> <li>• Every time a complete background check is done</li> </ul>
<b>What do I have to turn in?</b>	<ul style="list-style-type: none"> <li>• H&amp;P</li> <li>• State CHRI Form (CCLU 1-A)</li> <li>• Applicant/Licensing LiveScan Fingerprinting Form</li> <li>• Fingerprints (Live Scan ONLY)</li> <li>• Payment (\$19.50)</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;P</li> </ul>
<b>Where do I send forms?</b>	<ul style="list-style-type: none"> <li>• Fingerprints                             <ul style="list-style-type: none"> <li>○ Live Scan ONLY (will be electronically sent from PD)</li> </ul> </li> <li>• CHRI Form (CCLU 1-A); and</li> <li>• Applicant/Licensing LiveScan Fingerprinting Form                             <ul style="list-style-type: none"> <li>○ State Police 33 Hazen Drive Concord, NH 03301</li> </ul> </li> </ul>	Child Care Licensing 129 Pleasant Street Concord, NH 03301
<b>Cost?</b>	<ul style="list-style-type: none"> <li>• \$19.50</li> </ul>	N/A
<b>What do I need on file at my program?</b>	<ul style="list-style-type: none"> <li>• Copy of Applicant/Licensing LiveScan Fingerprinting Form</li> <li>• Copy of submitted CHRI and H&amp;P</li> </ul>	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.
<b>Can a person work/volunteer in the program before results are received?</b>	Yes, with a signed affidavit as outlined in RSA 170-E:29 III a-c.	Yes, with a signed affidavit as outlined in RSA 170-E:29 III a-c.

\*Direct Care Staff per He-C 4001.01(m), Household Members per He-C 4001.01(t), Program Staff per He-C 4001.01(ak) 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/>