

Residential Child Care Licensing Background Check FAQ

	<u>Fingerprints with state background check - CHRI</u>	<u>Household & Personnel Form (H&P)</u>
Who?	<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).
What other background checks are accepted?	Only when processed for DHHS in New Hampshire i.e., CCLU or Bureau of Child Development and Head Start Collaboration.	N/A
When?	<ul style="list-style-type: none"> • Before they begin working in a program • Date added to household 	<ul style="list-style-type: none"> • On or before the first day of employment • When added to the household
How Often?	<ul style="list-style-type: none"> • Every five (5) years 	<ul style="list-style-type: none"> • Every time a complete background check is done
What do I have to turn in?	<ul style="list-style-type: none"> • H&P (CCLU 1-B) • State CHRI Form (CCLU 1-A) • Applicant/Licensing LiveScan Fingerprinting Form • Payment (\$20.75) • Fingerprints <ul style="list-style-type: none"> ○ Live Scan ONLY (will be electronically sent from PD) 	<ul style="list-style-type: none"> • H&P (CCLU 1-B)
Where do I send forms?	Child Care Licensing Unit 129 Pleasant Street Concord, NH 03301	Child Care Licensing Unit 129 Pleasant Street Concord, NH 03301
Cost?	<ul style="list-style-type: none"> • \$20.75 	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, 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(o), Household Members per He-C 4001.01(u), Program Staff per He-C 4001.01(aj), 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/>