

## Child Care Licensing Background Check FAQ

	<b><u>Fingerprints with state background check - CHRI</u></b>	<b><u>Household &amp; Personnel Form (H&amp;P)</u></b>
<b>Who?</b>	<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.
<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>• Within a week of turning 18</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 first day of employment</li> <li>• When added to the household</li> <li>• Upon reaching age 10 in family based programs</li> <li>• Upon reaching age 18 in family &amp; center based programs</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>	<ul style="list-style-type: none"> <li>• Every five (5) years</li> </ul>	<ul style="list-style-type: none"> <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, provided that the individual's fingerprints have been completed and the paperwork identified in "What do I have to turn in?" above, has been mailed to CCLU and State Police, as specified on page 2 of CCLU 1-A.	Yes, provided that the individual's fingerprints have been completed and the paperwork identified in "What do I have to turn in?" above, has been mailed to CCLU and State Police, as specified on page 2 of CCLU 1-A.

\*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/>