

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 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 or Child Development Bureau.	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 • 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 	<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 • 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
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, 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/>