



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

To: Licensed Child Development Facilities

From: Sara Mead, Deputy Superintendent for Early Learning

Copy: Eva Laguerre, Director of Licensing and Compliance

Date: Jan. 4, 2023

Subject: Criminal Background Check Requirements for Child Development Facilities

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#### **Child Care and Development Block Grant Criminal Background Check Requirements**

Pursuant to the Child Care and Development Block Grant (CCDBG) Act of 2014, any individual working in a child development facility as an employee or volunteer, or whose activities involve the care or supervision of children or unsupervised access to children, are required to undergo a criminal background check. All background checks must include a search of the: state criminal and sex offender registry in the state where the staff member resides and each state where the staff member has resided over the past five years; state child abuse and neglect registry in the state where the staff member resides and each state where the staff member has resided over the past five years; National Crime Information Center (run by the FBI); FBI fingerprint check using Next Generation Identification; and the National Sex Offender Registry. **All child care providers, employees and volunteers must have a criminal background check every three years through a process mandated by the Office of the State Superintendent of Education (OSSE).**

#### **Memorandum of Understanding**

OSSE and the Department of Human Resources (DCHR) (collectively, “the Agencies”) are committed to ensuring that all children enrolled at a licensed child development facility in DC, or planning to enroll at a proposed child development facility in DC, have access to safe and healthy environments. The Agencies have entered into a Memorandum of Understanding (MOU), which clarifies roles in carrying out the new federal requirements and will serve to alleviate some of the financial and scheduling obstacles for child development providers associated with the out-of-pocket expenses and wait time for criminal background checks.

#### **Payment for Criminal Background Checks**

Effective immediately, and until Sept. 30, 2023, OSSE will pay for the criminal background check and the suitability determination process required for the initial licensing and license renewal of a child development home, expanded child development home or child development center.

#### **Criminal Background Check Results**

The results of all criminal background checks will be sent directly to OSSE. Child development center directors, child development home caregivers and child development center and home employees will

receive a letter from OSSE indicating their suitability determination within 45 days of being fingerprinted. In the event the results take longer, please contact your assigned licensing specialist.

### **Criminal Background Check Appeals**

If you receive an unfavorable result, and would like to appeal the suitability determination, you may submit an appeal request in writing to:

DC Commission on Human Rights  
441 Fourth St. NW, Suite 290N  
Washington, DC 20001

### **Criminal Background Check Scheduling**

To schedule a fingerprinting appointment, please follow the instructions below:

1. Visit [www.fieldprintdc.com](http://www.fieldprintdc.com)
2. Enter an email address under “New Users/Sign Up” and click the “Sign Up” button. Follow the instructions for creating a Password and Security Question and then click “Sign Up and Continue.”
3. Enter the Fieldprint code: To obtain the code, directors should contact their OSSE licensing specialist or the suitability management analyst at (202) 899-6207.
4. Enter the contact and demographic information required by the FBI.
5. On the second address line, enter the applicant’s employer and position.
6. Schedule a fingerprint appointment at a location of your choice.
7. Print the confirmation page.
8. Take the confirmation page with you to your fingerprint appointment, along with two forms of identification (one must be a government-issued identification card).
9. If you have any questions or problems with the site, please contact Fieldprint’s customer service team at (877) 614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).

### **Required State Child Protection Registry Requirements**

Interstate state child abuse and neglect registry checks must be completed in the state where the staff member resides and each state where the staff member has resided over the past five years. All child protection registry check results for staff and volunteers must be submitted to OSSE via the Compliance Tab in the Division of Early Learning Licensing Tool (DELLT).

All staff working in a licensed child development facility in DC must submit the completed Child Protection Registry Form to Child and Family Services Agency (CFSA). **All forms must be submitted online.** OSSE has collaborated with DCHR and CFSA to facilitate the delivery of the child protection registry results. Use the link below to have OSSE receive the child protection registry results directly from DCHR:

[dcgov.seamlessdocs.com/f/dchr\\_cpr\\_form](http://dcgov.seamlessdocs.com/f/dchr_cpr_form)

Maryland residents must complete the Maryland Consent for Release of Information Child Protective Services Background/Adam Walsh Background Clearance Request, which can be found at:

[dhr.maryland.gov/documents/Child%20Protective%20Services/1279A%20Background%20Clearance%20Form.pdf](http://dhr.maryland.gov/documents/Child%20Protective%20Services/1279A%20Background%20Clearance%20Form.pdf)

The completed form should be printed and mailed to:  
Maryland Department of Human Services  
Social Services Administration  
311 W. Saratoga St., Room 553  
Baltimore, MD 21201

Virginia residents must complete the Virginia Child Abuse and Neglect Central Registry Release of Information Form, which can be found at:

[dss.virginia.gov/files/division/licensing/background\\_index\\_childrens\\_facilities/founded\\_cps\\_complaints/032-02-0151-12-eng.pdf](http://dss.virginia.gov/files/division/licensing/background_index_childrens_facilities/founded_cps_complaints/032-02-0151-12-eng.pdf)

The completed form should be printed and mailed to:  
Virginia Department of Social Services  
Office of Background Investigations – Search Unit  
801 East Main St., 6<sup>th</sup> Floor  
Richmond, VA 23219-2901

Please ensure that all staff include OSSE as the Authorized Agent Requesting Search and the name and address of the child development facility is entered on the application for fingerprints to ensure timely processing and routing of results to the appropriate child development facility (e.g., OSSE/Little Babies Child Care Center with the street address).

For information on requesting a child abuse and neglect registry background check in states other than DC, Maryland and Virginia, please email [osse.childcarebackgroundcheck@dc.gov](mailto:osse.childcarebackgroundcheck@dc.gov).

Please be sure to schedule background checks 60 days prior to the expiration date of current checks to prevent a lapse in eligibility for employment.

If you have any additional questions, please contact OSSE's Licensing and Compliance Unit at (202) 727-1839.