



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

To: Licensed Child Development Providers

From: Sara Mead *Sara Mead*  
Assistant Superintendent, Division of Early Learning

Copy: Eva Laguerre, Director of Licensing and Compliance

Date: September 28, 2021

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 care 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: 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 through the Office of the State Superintendent of Education (OSSE) mandated process, every three years.**

### **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, or planning to enroll at a proposed child development facility, 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, 2022, OSSE will pay for the criminal background checks and the suitability determination process required for the initial licensing and license renewal of a child development home, expanded child development home, and 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 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 (see attached form):

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:**

- Visit [www.fieldprintdc.com](http://www.fieldprintdc.com)
- 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”.
- Enter the Fieldprint Code: Directors must contact their assigned OSSE licensing specialist or the suitability management analyst at (202) 899-6207 to obtain the code.
- Enter the contact and demographic information required by the FBI.
- On the second address line enter the applicant’s employer and position.
- Schedule a fingerprint appointment at a location of your choosing.
- Print the confirmation page.
- Take the confirmation page with you to your fingerprint appointment, along with two forms of identification (one must be a government-issued identification card).

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**

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 staff and volunteers who reside outside of the District must complete a Child Protection Registry check for the District of Columbia in addition to a Child Protection Registry check in the state where they currently reside.

All staff and volunteers must submit the completed Child Protection Registry Form to Child and Family Services Agency (CFSA). Forms can be found at <https://cfsa.dc.gov/service/child-protection-registry-cpr>.

Maryland Residents must complete the Maryland Consent for Release of information CPS Background/Adam Walsh Background Clearance Request, which can be found at <http://dhr.maryland.gov/documents/Child%20Protective%20Services/1279A%20Background%20Clearance%20Form.pdf>.

Virginia residents must complete the Virginia Child Abuse and Neglect Central Registry Central Registry Release of Information Form, which can be found at [http://www.dss.virginia.gov/files/division/licensing/background\\_index\\_childrens\\_facilities/founded\\_cps\\_complaints/032-02-0151-12-eng.pdf](http://www.dss.virginia.gov/files/division/licensing/background_index_childrens_facilities/founded_cps_complaints/032-02-0151-12-eng.pdf).

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 their 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).

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 feel free to contact OSSE's Child Development Facility Licensing Unit at (202) 727-1839.