



Greetings from Child Care Licensing!

We are excited to collaborate with Child Care Aware® of NH to bring news from the Child Care Licensing Unit to the child care community on a regular basis through their e-newsletter, Monthly Minutes. Every month, we will strive to bring you information to increase your understanding of the NH Child Care Licensing rules, and to share other resources to assist you in your work with and on behalf of children and their families.

We will also use this space to share any important announcements as they relate to Child Care Licensing Unit (CCLU).

Employment Eligibility Cards

Although we provided information regarding Background Checks and the Employment Eligibility Card last month, we identified that further clarification may be helpful.

- Cards cannot be issued without a current fingerprint background check completed through CCLU. The cards are valid for 5 years. If you completed a fingerprint background check prior to January 1, 2018, you DO NOT apply for a card until you renew your fingerprint background check (*see exception below). You must redo your fingerprints 3 months before your 5-year anniversary date of your last submission of your background check through CCLU.

The application for the card, which is submitted to CCLU with Household and Personnel Form, is found here:

<https://www.dhhs.nh.gov/oos/cclu/documents/employmenteligibilitycardapp.pdf>

Employment Eligibility Card Applications are to be completed by the **employee**. ALL employment eligibility cards are the property of the employee and will be mailed directly to the employee via the mailing address provided on page 1 of the application. A COPY of the card shall be in the employee's file at the program and be available for review by licensing staff.

Who is required to obtain an employment eligibility card?

Anyone who submitted fingerprints after January 1, 2018 in one of the following roles:

- center directors who do not own their programs;
- all child care personnel working with children who are employed by the program;
- family child care workers and family child care assistants.

***EXCEPTION:** Those individuals listed above are NOT required to obtain a card if they previously completed a background check through DHHS (i.e. Foster Care, Child Development Bureau, CCLU) and are working for the same licensee as they were **prior to October 1, 2017**.

Am I required to apply for an Employment Eligibility Card now?

Did you complete a fingerprint based background check after January 1, 2018?

- NO – STOP, DO NOT apply for an Employment Eligibility Card

- YES - Are you working for the same child care program you were working for before October 1, 2017?
 - YES – STOP, DO NOT apply for an Employment Eligibility Card
 - NO – Complete FRONT and BACK of the Card application and submit with the Household and Personnel Form

If you would like a card now, but your background check is not yet expired, you must redo your background check, including fingerprints, in order to apply for one. The cards are valid for 5 years and cost \$50.00.

If you need assistance with the background check process, please call the main office at (603) 271-9025. The phone will be answered by Patty Galloway, Pat Fish, or Cyndi Haywood, our wonderful support staff, or Mychelle Brown, our competent Office Manager! If they are unable to answer your question, they will refer you to a licensing coordinator as at least one is available daily to return calls. Please leave a message if you reach our voicemail so your call can be returned as soon as possible!

Until next month!

Melissa Clement

Chief, Child Care Licensing Unit