



## 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).

**REVISED RULE UPDATE:** Our formatted Child Care Licensing Rules and Summary of Major Changes are online: <https://www.dhhs.nh.gov/oos/cclu/rules.htm>. In addition, we have partnered with Child Care Aware of NH to offer Question and Answer sessions around the state, both daytime and evening sessions. We are planning to offer an evening webinar later this spring so stay tuned for that announcement.

### **Criminal Background Checks and Employment Eligibility Cards**

Please go to our website <https://www.dhhs.nh.gov/oos/cclu/fingerprinting.htm> for all the CURRENT forms for completing a criminal background check and for applying for the employment eligibility card. These forms also have instructions and explanations, please make sure to read them and call with questions if needed!

#### **Household and Personnel Form**

Submitted to CCLU prior to an individual's start date in the program  
See instructions on page 2 of form for an explanation of each section

#### Required for:

- ALL new staff or household members ages 10+ upon first day of hire or residence
- When a current staff or household member returns 18 years of age
- When renewing the criminal background check every 5 years

If an individual currently lives in another state, or has lived in another state within the previous 5-years, those states must be listed on the Household and Personnel Form. We are required to check the abuse and neglect registries in each of those states. Please go to our website: <https://www.dhhs.nh.gov/oos/cclu/out-of-state-checks.htm> to obtain the instructions and forms needed for these checks to be completed.

#### **Criminal History Record Information Authorization Form**

Submitted to State Police-Criminal Records Unit with fee after the fingerprint appointment and prior to an individual's start date in the program  
See instructions on page 2 of form

#### Required for:

- Each individual age 18 and older listed on a Household and Personnel Form as stated above.

- Fingerprints are **not** required for the following individuals:
  - (1) Volunteers who are not included in the child to staff ratio and who are never left alone with children;
  - (2) High school or post-secondary students enrolled in a course of study other than education and participating in the program as part of their course work, and who are never left alone with children; or
  - (3) Individuals who have been determined eligible to work by the department during the previous 5 year period and who have been employed in any New Hampshire licensed child care program during the last 6 months of that period.\*

\*When new staff were previously determined eligible to work in a NH child care program, submit their notarized Household and Personnel Form to CCLU prior to their start date at the program.

Staff **currently** working in programs will need to renew their background check 3 months before the 5-year anniversary date on which their most recent criminal background check was completed.

### **Employment Eligibility Card**

Submitted to CCLU with Household and Personnel Form

See instructions on page 2 of form

#### Required for:

Anyone 18 years of age or older 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
- Family child care assistants

#### Exceptions:

- Those individuals listed above are NOT required to obtain a card if they completed a background check through DHHS prior to October 1, 2017 and are working for the same licensee at the time they renew their background check.
- Individuals whose responsibilities do not include care and supervision of children, who are always in the presence of child care program personnel, and whose purpose or objective is to carry out a specific limited role, including but not limited to:
  - a. A person working as part of work study, an internship or practicum as part of a course of study; or
  - b. Any other purpose where the person's presence is in no way related to the care or supervision of children in the program.

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