



On August 2019, it was indicated that implementation of the comprehensive background clearance requirements for new/prospective employees would begin on September 16, 2019. Please be advised that the implementation date for new/prospective employees have been changed to September 25, 2019. This will require that any prospective operator, director, employee or volunteer at a child day care center, small day care center, school-age childcare program, group family day care home or family day care home, and any person age 18 or older living in such home, complete the following background clearances:

- A NYS criminal history record check with the Division of Criminal Justice Services • A national criminal record check with the Federal Bureau of Investigation (FBI)
- A search of the NYS Sex Offender Registry
- A database check of the NYS Statewide Central Register of Child Abuse and Maltreatment (SCR) in accordance with section 424-a of the Social Services Law
- A search of the national sex offender registry using the National Crime and Information Center (This check will not be conducted upon initial implementation and will be required to be completed at a later time.) Effective 9/25/19, all new applicants are required to successfully complete the comprehensive background check clearance requirements prior to beginning at the childcare program. Once this process is complete, written notice will be provided to the program by OCFS reflecting an individual's eligibility or approval to work at a program. This notice must be maintained on site at the program.

In accordance with a schedule set forth by OCFS. The schedule for existing staff, volunteers, and household members is as follows: each existing childcare operator, director, employee, volunteer and household member age 18 years and older, will schedule their fingerprint imaging appointment within seven days (before or after) their birthday. For example, if your birthday is on May 15<sup>th</sup> 2019, your fingerprint imaging appointment must occur between May 8, 2020 and May 22, 2020. It is imperative that this schedule be followed so that the system can support the fingerprint process being completed as required. Not following the schedule may result in an individual not being screened as required. Implementation of the comprehensive background clearance requirements for individuals currently working at an existing childcare program will begin on October 1, 2019 in accordance with the schedule above.