



### 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).

### **Important Reminders for Criminal Background Checks Submissions**

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.

**NOTE: The forms are formatted to allow information to be TYPED into the form and then printed for signatures. Please type whenever possible. We have many errors due to trying to decipher handwriting.**

**ALL FORMS** are submitted to CCLU and have detailed instructions. In addition to reading the instructions on the forms, please take a moment to review for these items below so we can process the forms as quickly as possible and avoid needing to return them to you for corrections.

**Household and Personnel Form** – This form is critical as it informs CCLU of new employees age 14+, household members age 10+, or current employees that are renewing their background check. It includes notice to the individual that abuse and neglect registries and sex offender registries are checked and included in our evaluation of their eligibility for employment:

- Start date – include an anticipated date if the employee has not yet started, or at least the year the employee started working in the program, such as 2010, when renewing a background check for current staff or submitting a criminal background check for current staff who just turned 18 years of age.
- All CURRENT staff must complete background checks every 5 years. This **includes** submitting the Household and Personnel Form along with submission of fingerprints.
- Make sure Last Name is listed first, and Maiden Name if applicable is in ( ) so it is recorded correctly in our database.
- Only list states OTHER THAN NH that were lived in the previous 5 years. Leave blank if the employee has been living in NH for 5 or more years. Include the applicable forms for all states listed as directed here: <https://www.dhhs.nh.gov/oos/cclu/out-of-state-checks.htm>
- Under "Previous 6 months NH child care employment" – the individual must list where they worked in the previous 6 months ONLY. This includes listing the program they are currently working at if that is where they have worked in the previous 6 months.

**Volunteers should only submit a Household and Personnel Form and Criminal History Record Information Authorization when they are included in ratio or have unsupervised access to children, such as on a field trip.**

CCLU will send this letter if we return background check forms that we cannot process. You may find it helpful to print out and keep as a checklist when you submit someone new or for renewal of his or her background check. If you receive this letter, **respond to this request for information immediately** and include the letter sent so we know you are responding to our request for additional information. We have recently updated the form to include a due date, as we found we are not receiving the information requested as quickly as needed to complete the background check process.

If you need assistance with the background check process, please call the main office at (603) 271-9025. Our wonderful support staff - Patty Galloway, Pat Fish, or Cyndi Haywood - will answer the phone and provide assistance. 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