



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).

Happy New Year from CCLU!

I would like to share with you some of the results and insights from the audit by the U.S. Department of Health and Human Services Office of the Inspector General (OIG), regarding compliance with background checks for individuals in licensed child care programs. CCLU recently received the draft report, and once it is available publically, I will share that as well. Some of you may remember this audit began in November 2018, when the auditors requested a list of your employees/household members if your program is located in your home:

- 30 child care programs were chosen by the OIG to participate in the audit, 15 center-based and 15 family child care programs.
 - Out of the 30 programs reviewed, 14 programs had a least one individual that had not completed ANY of the background checks they were required to complete at any time.
- 619 individuals working or living in licensed programs were reviewed to determine if background checks were completed as required.
 - Out of the 619 individuals, 38 individuals had not completed ANY of the background checks they were required to complete at any time.

PLEASE MAKE SURE YOU ARE SUBMITTING ALL INDIVIDUALS THAT REQUIRE A BACKGROUND CHECK.

The 38 individuals noted above were never submitted to CCLU or State Police for a background check, which we verified with the programs who provided the information to the auditors. Please go to our website <https://www.dhhs.nh.gov/oos/cclu/fingerprinting.htm> for full information on the process, and call our office if you have questions: 603-271-9025.

How CCLU is responding to the audit:

At **every** visit, licensing coordinators will be requesting a list of current staff/household members to verify background checks have been completed. Besides submitting new staff/household members, remember:

- The background check process must be completed every 5 years. Check your current staff/household members to see if their fingerprints were submitted more than 5 years ago and if so, complete the background check process again immediately.
- When a current staff or household member turns 18 years old, they must complete the full process, including fingerprints. Please make the appointment for fingerprints as soon as possible after their 18th birthday.

I will be providing more information directly to all licensed child care programs on the audit and CCLU's response within the next month. We are determined to make 2020 the year we have better systems in place and improved provider compliance. We all have a responsibility to provide a safe environment for children, and background checks play a crucial role in keeping children safe. I look forward to working with you this year towards that end.

Until next month!

Melissa Clement

Chief, Child Care Licensing Unit