

## Residential Child Care Licensing Background Record Check FAQ

	<b><u>Fingerprints scheduled via State Police CHRI Applicant Portal</u></b>	<b><u>Fingerprints completed at local PD</u></b>	<b><u>Staff and Household Member Form</u></b>
<b>Who?</b>	<u>ALL</u> direct care and program staff; household members 18 and older; and those who have regular contact with children (including volunteers).	<u>ALL</u> direct care and program staff; household members 18 and older; and those who have regular contact with children (including volunteers).	All direct care and program staff; and household members; and those who have regular contact with children (including volunteers).
<b>What other background checks are accepted?</b>	Only when processed for DHHS in New Hampshire i.e., CCLU or Bureau of Child Development and Head Start Collaboration.	Only when processed for DHHS in New Hampshire i.e., CCLU or Bureau of Child Development and Head Start Collaboration.	N/A
<b>When?</b>	<ul style="list-style-type: none"> <li>• Before they begin working in a program</li> <li>• Date added to household</li> </ul>	<ul style="list-style-type: none"> <li>• Before they begin working in a program</li> <li>• Date added to household</li> </ul>	<ul style="list-style-type: none"> <li>• On or before the first day of employment</li> <li>• When added to the household</li> </ul>
<b>How Often?</b>	<ul style="list-style-type: none"> <li>• Every five (5) years</li> </ul>	<ul style="list-style-type: none"> <li>• Every five (5) years</li> </ul>	<ul style="list-style-type: none"> <li>• Every time a complete background check is done</li> </ul>
<b>What do I have to turn in?</b>	<ul style="list-style-type: none"> <li>• Staff and Household Member form (CCLU 2-B)</li> <li>• A copy of the appointment confirmation email</li> <li>• NH Child Abuse and Neglect Central Registry form (CCLU 2)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and Household Member form (CCLU 2-B)</li> <li>• NH Child Abuse and Neglect Central Registry form (CCLU 2)</li> <li>• State CHRI Form (CCLU 1-A)</li> <li>• Applicant/Licensing LiveScan Fingerprinting Form (fingerprints will be electronically sent from PD)</li> <li>• Payment (\$28.25)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and Household Member form (CCLU 2-B)</li> <li>• Out-of-state release form and fee (if applicable)</li> </ul>
<b>Where do I send forms?</b>	Child Care Licensing Unit 129 Pleasant Street Concord, NH 03301	Child Care Licensing Unit 129 Pleasant Street Concord, NH 03301	Child Care Licensing Unit 129 Pleasant Street Concord, NH 03301
<b>Cost?</b>	N/A	\$28.25	N/A
<b>What do I need on file at my program?</b>	Copies of submitted Staff and Household Member form, appointment confirmation email, and NH Child Abuse and Neglect Central Registry form	Copies of submitted Staff and Household Member form, NH Child Abuse and Neglect Central Registry form, State CHRI form, and Applicant/Licensing LiveScan Fingerprinting Form	Returned Staff and Household Member form for each staff and household member who have completed a background check and have been deemed eligible to work in child care by CCLU.
<b>Can a person work/volunteer in the program before results are received?</b>	Yes, with a signed affidavit as outlined in RSA 170-E:29 III a-c.	Yes, with a signed affidavit as outlined in RSA 170-E:29 III a-c.	Yes, with a signed affidavit as outlined in RSA 170-E:29 III a-c.

\*Direct Care Staff per He-C 4001.01(m), Household Members per He-C 4001.01(t), Program Staff per He-C 4001.01(ak), including volunteers and paid staff.

\*Eligible Staff refers to staff who have completed the appropriate criminal record checks through DHHS and deemed eligible.