

Memorandum

To: Family Child Care Homes
From: Ken Schatz, DCF Commissioner *KAS*
Re: Fingerprint Supported Background Checks
Date: May 31, 2019

This memo is to inform you about a recent change regarding fingerprint supported background checks for family child care home (FCCH) household members who are 18 years of age or older (adults). **Due to a federal requirement, CDD will be conducting fingerprint supported background checks for all adult FCCH household members even if they are not working with child care children.**

CDD submitted its 2019 - 2021 state plan to the federal Administration for Children and Families (ACF). As part of this state plan submission, CDD is required to comply with all new federal child care laws and rules. The federal regulations require that all adult FCCH household members must be screened through a fingerprint supported background check, even if they do not work in the FCCH. CDD has only implemented the national fingerprint supported background check requirement for those adult FCCH household members who also work in some capacity with the children enrolled in the child care program.

Vermont requested a waiver from the federal government for the fingerprint supported background check requirement for those adult FCCH household members who do not work with children enrolled in child care. In October 2018, CDD met with ACF about this waiver request. Unfortunately, ACF is not willing to grant a waiver to Vermont. CDD is required to comply and ensure all adult FCCH household members complete the fingerprint supported background check requirement.

CDD Licensing Technicians will contact each family child care provider who has one or more adult household members who have not been issued a Fingerprint Authorization Certificate form. You may need to submit updated Record Check Authorization forms. Your Licensing Technician will let you know if you need to do this. Once your licensing Technician has issued your remaining adult household members their Fingerprinting Authorization Certificate, please ensure they follow the instructions in the letter attached to the Fingerprinting Authorization Certificate.

Anyone who has already completed the fingerprint supported background check requirement for CDD does not need to complete it again for 5 years from the date of completion. If you have questions, please feel free to call the Licensor on Duty line at (800) 649-2642 option 3.

