



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**DATE:** October 12, 2017

**TO:** Licensed Child Day Centers  
Licensed Family Day Homes  
Voluntarily Registered Family Day Homes  
Licensed Family Day System  
Religious Exempt Child Day Centers  
Certified Preschools  
Unlicensed Child Day Programs Receiving Child Care Subsidy Assistance

**FROM:** Barbara A. Newlin, Director, Division of Child Care and Early Childhood Development  
  
Charlene Vincent, Director, Division of Licensing – Children’s Programs

**SUBJECT:** DSS Funding of Fingerprint Based Background Checks – Implementation Memo #3

We are pleased to announce that the Department of Social Services (VDSS) will be covering the cost of initial fingerprint based criminal history searches for those individuals in child day programs who are required to be fingerprinted by §§ [63.2-1720.1](#) and [63.2-1721.1](#) of the Code of Virginia. We recognize that many of you have been extremely concerned about the cost of transitioning from name only state criminal background checks to the national fingerprint based criminal background checks. We have heard your concerns and after much discussion and planning, VDSS has approved funds to cover the fees for these initial background checks through September 30, 2018 or to the extent that funds are available.<sup>1</sup> This will allow your current staff and all new staff hired before September 30, 2018 to complete the criminal background process before each program begins picking up the cost. It will also give each program extra time to plan for the cost of backgrounds after September 30, 2018.

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<sup>1</sup> (We only mention the funds available consideration to be totally transparent. Because there is no firm number available of staff who need fingerprints, this number has been estimated. Funds are limited and in the unlikely event that significantly higher numbers of staff request fingerprints, we can only pay until the funds run out. At this point, we think we should be good until September 30, 2018.)

This means that VDSS will cover these fees for child care programs:

Employees, applicants, agents, caregivers, approved providers in a family day system, household members	\$57.00
Volunteers	\$38.00

More information will be sent to you regarding when the fingerprint based criminal history searches will begin and the process for submitting fingerprints to Fieldprint, the fingerprinting vendor. At this time we are still working with Fieldprint to revamp automated systems to handle and exchange child care information. Obviously, we are hoping for sooner rather than later. We just do not want to confuse you with proposed dates for implementation that may not be correct. Until we can implement the new process, please continue to use the same process that your agency is currently using to process criminal background checks.

To clarify, the Virginia law that became effective July 1, 2017, requiring fingerprint checks for child care providers that are licensed, registered, religiously exempt, certified preschool, or approved subsidy providers initially had an implementation date of September 30, 2017, or the date on any federal waiver obtained by the state.

VDSS received a federal waiver for a one year extension. This means that all current employees, volunteers, applicants, agents, and household members must complete a fingerprint based criminal background check by September 30, 2018. This federal waiver will allow time to phase in all the individuals who need to be fingerprinted by this deadline. “Phase in” means not everyone will be able to submit their fingerprint based background check requests on current staff all at the same time. Virginia State Police and the Office of Background Investigations can only handle so many requests at one time. You will be receiving information on how to stagger these requests in another memorandum. **Again, fingerprinting has not yet begun and you will be notified when you should obtain a fingerprint based check.**

Please continue to look for implementation memos and keep your licensing inspector or licensing office updated if your email changes. Again, we are happy that VDSS can help alleviate the cost of these very important background checks and thank you for all you do to improve the quality of child care in Virginia.