

From: **Edwina Williams** <edwina.williams@dss.virginia.gov>
Date: Wed, Aug 8, 2018 at 9:35 AM
Subject: VDSS to continue to pay for fingerprinting
To: <DSS_Licensing@listserv.cov.virginia.gov>

The attached file is being sent to child day centers, certified preschools, family day homes, voluntarily registered family day homes, family day systems, religiously exempt child day centers, short-term child day centers and unlicensed child day programs receiving child care subsidy assistance from the Virginia Department of Social Services Email Distribution Service.

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COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

DATE: August 6, 2018

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: Tara Ragland, Director, Division of Adult and Interim for Children's
Licensing Programs

SUBJECT: Fingerprint based background checks – implementation memo # 8

This memo is to provide you information about paying for fingerprinting and other reminders about fingerprint based background checks.

VDSS to continue to pay for fingerprinting

The Virginia Department of Social Services (VDSS) has received additional Child Care Development Funds and will continue to cover the cost of fingerprint based criminal history searches for those individuals in child day programs who are required to be fingerprinted. The decision has been made to use these funds to ease the financial burden the background check safety requirements has placed on child care programs.

VDSS will pay for fingerprint based criminal history searches through September 30, 2019. 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

Beginning October 1, 2019, child care providers will be responsible for these fees, so please use this time to budget accordingly.

Deadline for fingerprinting

All current (in place before January 19, 2018) applicants, agents, employees, volunteers, and household members who are required to have a fingerprint based criminal history search must have the fingerprint based search completed before September 30, 2018.

Please keep in mind; it can take several weeks to receive criminal histories from the Virginia State Police and the FBI. It can also take several weeks for the VDSS Office of Background Investigations to research missing dispositions or other information. If an individual has a criminal history, it will take longer to come back with results.

Do not wait until the middle of September to submit fingerprints. Schedule the appointment to submit fingerprints so there will be enough time for OBI to receive the results and send a determination letter.

Tips for registering for fingerprinting with Fieldprint

Check and double check the information you enter. Pay attention to the:

- Social Security Number,
- Facility ID,
- Fieldprint Code, and
- Your name (use the name that matches the name on your ID)

Missed fingerprinting appointments

If a fingerprinting appointment is missed, Fieldprint charges a missed appointment fee.

Here are a few ways to avoid a missed appointment:

1. Print off your confirmation page and keep it some place that will remind you when you are scheduled to go.
2. If you need to change your appointment date or time, make that change at least 24 hours in advance. If you make that change with less than 24 hours' notice, the first appointment will count as a missed appointment.
3. Make sure to register using the name that is on your ID. Do not use nicknames or any name that does not match what is on your ID. If you do not register correctly, you will not be allowed to be fingerprinted and will have to make a new appointment and the current appointment will count as a missed appointment.

Please be mindful of your appointment and go when you are scheduled. If you have to change your appointment, give yourself enough time to reschedule.

Contact information for OBI Criminal Unit

The phone number for the OBI Criminal Unit is 804-726-7884.