



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

DATE: July 17, 2017

TO: Child Day Centers, Family Day Homes, Voluntarily Registered Family Day Homes, Family Day Systems and homes approved by Family Day Systems, Certified Preschools, Religious Exempt Child Day Centers, centers and homes that are approved subsidy vendors but are not licensed or registered

FROM: Charlene Vincent, Director
Division of Licensing -Children's Programs

SUBJECT: Fingerprint based background checks for child day programs

This memo is the second of several memos related to the implementation of fingerprint based background checks.

Fieldprint is the company that was awarded the contract to provide fingerprinting services statewide. Fieldprint has experience providing fingerprinting services nationwide for the federal government, state governments, and private companies. Weekly meetings are occurring with Fieldprint and VDSS to work out the details of implementation and updates to information systems.

An implementation plan has not been determined at this time. In an attempt to not overwhelm the system with thousands of fingerprint checks at once, there will be a plan to stagger due dates for current employees and volunteers to submit fingerprints. More information will be provided when the implementation plan is finalized.

The cost of fingerprinting has been determined. The total cost will cover fees for Fieldprint, Virginia State Police, FBI, and the Office of Background Investigations.

Employees, applicants, agents, caregivers, approved providers in a family day system, foster/adoptive parents, household members)	\$57.00
Volunteers	\$38.00

Payment will be due when you sign up for a fingerprinting appointment online. There will be opportunities to set up billing accounts through Fieldprint. Information about registration and billing will be included in a later memo.

As a reminder, you will be given advance notice of when the fingerprint background checks process will begin. Please do not submit a fingerprint check to meet the background check requirement until VDSS instructs you to do so. Until that time, please continue to follow the criminal background check requirements you have been following.