

Below are descriptions of the different categories of individuals who need fingerprint checks by program type.

Child Day Programs:

"Applicant" means anyone who has applied for a license, registration, or approval. If the applicant is a corporation, the applicants are the officers of the corporation. In a family day home, the provider is considered the applicant.

"Agent" means a person who is empowered to act on behalf of the applicant.

"Volunteer" means a person who is not paid, does not work alone with children, and is not counted in staff to child ratios for programs that use ratios.

"Employee" means a person who is paid to work at a child day program. This includes assistants in a family day home.

"Household member" means an adult who lives in a family day home.

Child Placing Agency:

"Foster Care" refers to an applicant to be a foster parent.

"Adoption" refers to an applicant to be an adoptive parent.

"Birth Parent" means the birth parent of a child.

"Household member" means an adult who lives in the foster/adoptive parent's home.

"Relative" refers to a kinship foster parent.

Children's Residential Facility /Child Caring Institution:

"Volunteer" means a person who is not paid who provides goods and services to the program.

"Employee" means a person who is paid to work at the facility or institution. This category includes individuals who are the applicant or agent for licensure of a CRF or CCI program.