

From: Licensing [mailto:DSS_LICENSING@LISTSERV.COV.VIRGINIA.GOV] **On Behalf Of** Williams, Edwina (VDSS)

Sent: Wednesday, August 23, 2017 12:58 PM

To: DSS_Licensing

Subject: Repeat Background Checks

The attached file is being sent to religiously exempt child day centers from the Virginia Department of Social Services Email Distribution Service.

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COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

DATE: August 23, 2017

TO: Religious Exempt Child Day Centers

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

SUBJECT: Background check requirements

Several questions have been submitted concerning repeat background check requirements for religiously exempt child day centers.

Background checks include:

- a sworn statement or affirmation,
- a fingerprint based national criminal history search,
- a search of the child abuse and neglect registry in Virginia, and
- a search of the child abuse and neglect registry in any other state a person has lived in the past five years.

Before July 1, 2017, staff at religiously exempt child day centers that did not receive subsidy funds did not have to submit repeat background checks.

Effective July 1, 2017, background checks must be repeated every five years by staff at all religiously exempt child day centers.

Providers who receive subsidy are required to continue to complete repeat name based criminal history searches on a three year basis until national fingerprint criminal checks have been implemented.

All individuals with sworn statement or affirmation forms that are older than five year must immediately complete the new, updated form.

http://www.dss.virginia.gov/files/division/licensing/recdc/intro_page/current_providers/background_investigations/032-05-0160-10-eng.pdf

All individuals with a CPS check that is more than five years old must request a search of the Virginia CPS registry by September 1, 2017.

All individuals who have lived in another state in the past five years must request a search of the child abuse and neglect registry for each state they have lived in by September 1, 2017. Instructions for requesting a search from another state can be found here: http://www.dss.virginia.gov/facility/child_care/unlicensed/recdc/index.cgi

Please contact your regional licensing office if you have any questions. Contact information for the regional licensing offices can be found at http://www.dss.virginia.gov/files/division/licensing/contacts/dolp_district_children.pdf