

FAQ – Background Check Requirements for Preschool, Childcare, and School Age Childcare

What records are included in the ODJFS background check?

- Please see Background Check Process document
<http://jfs.ohio.gov/cdc/docs/BackgroundCheckProcess021218.stm>

When are ODJFS background checks required?

- Please see Background Check Process document
<http://jfs.ohio.gov/cdc/docs/BackgroundCheckProcess021218.stm>

What steps are required to complete a background check?

- Please see Background Check Process document
<http://jfs.ohio.gov/cdc/docs/BackgroundCheckProcess021218.stm>

What happens when ODJFS receives a JFS 01175 for an individual?

- Please see Background Check Process document
<http://jfs.ohio.gov/cdc/docs/BackgroundCheckProcess021218.stm>

Does an itinerant teacher need to have the ODJFS background check?

- If you are a service provider going into an ODJFS licensed child care center you must follow the new background check requirements, except for individuals who meet **ALL** the following criteria:
 - work for a professional organization or agency,
 - provide services to a specific child,
 - are never left alone with the child, and
 - are not used to meet staff-child ratios.
- If you are a service provider going into an ODE licensed program that receives Publicly Funded Child Care you must follow the new background check requirements, except for individuals who meet **ALL** the following criteria:
 - work for a professional organization or agency,
 - provide services to a specific child,
 - are never left alone with the child, and
 - are not used to meet staff-child ratios.

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Do we have to re-fingerprint current employees or can we send copies of the current FBI/BCI?

- If the correct ODJFS code was used (5104.013) for individuals hired prior to October 29, 2017, ODJFS will accept BCI/FBI results on file along with the JFS 01175 form. Those hired on or after October 29, 2017 or who does not have current BCI/FBI results with the 5104.013 code, must follow the new process.

Do college students completing practicum field work or student teaching in an ODE classroom that has an ODJFS Publicly Funded Child Care contract have to follow the new background check process?

- For students placed in ODE programs that receive Public Funded Child Care, if they are left alone with children or are used in ratio then they need to follow the new background check process. If they are not used in ratio or left alone with children then they do not need to follow the new background check process.

Are programs keeping the background checks on file at the center? Could service providers carry these with them so they are on hand?

- Copies of the JFS 01176 form should be kept at each program and copies of the JFS 01177 form will be sent to the individual to keep for their records.

How long does it take to get the JFS 01176 back?

- Individuals should complete the FBI/BCI checks at the same time they submit the JFS 01175 form. The CCDBG requirements state notification of eligibility must be sent to the individual and program within 45 days of the request. One of the reasons it may take longer is if the directions were not followed to complete the process or if there was a record. You will receive an auto response that the JFS 01175 request form was received. If a program submits multiple JFS 01175 forms in one day, they will only receive one auto response. For current staff that were hired prior to October 29, 2017, if the JFS 01175 and BCI/FBI have been submitted, the program is considered compliant with the rule as all programs were required to submit their current staff records by January 1, 2018 and are being processed as they have been received.

Do Head Start employees need to follow the ODJFS background checks?

- Head Start programs, regardless of licensing entity, must follow the ODJFS background checks.
- Head Start programs that are licensed by ODE must also follow the ODE background check process.