



March 16, 2018

TO: Licensees/Directors of Child Care Centers, Preschools, and School Age Only Child Care Centers

FROM: Diane Kvasnicka, Program Manager  
Children's Services Licensing

RE: Prior to Hire Registry Checks

Child Care and Preschool regulations require that all teachers, staff, substitutes, and volunteers have completed Child and Adult Abuse Registry checks conducted before that individual assumes responsibility for the care and supervision of children. Child Care and Preschool programs have been submitting the names of prospective employees/volunteers to Children's Services Licensing for those registry checks to be completed. Effective April 13, 2018, Children's Services Licensing will no longer be conducting those checks. After that date, the Division of Children and Family Services (CFS) will be conducting all child and adult abuse registry checks.

CFS has developed an on-line system that you will use to submit your prior to hire registry requests. The online portal will:

- **Ensure clear and accurate requests.** All information will be entered online eliminating the need for faxes. Currently, some faxes are not received or are illegible.
- **Eliminate the return of requests.** Information on requests sometimes is missing or illegible. The portal will require information be placed in data fields before requests are electronically submitted.
- **Eliminate the business/organization role in verifying identities.** It is the responsibility of those whose backgrounds are being checked to enter their personal information and to verify their identity, which reduces your organization's responsibility to verify identities.
- **Allow you to review submitted background checks and results.** Through the portal, you may review background checks and results, download them or monitor progress on requests. This improves your access to Central Registry information.
- **Allow online identity verification.** A person's identity can be easily verified online.
- As an alternative to the on-line portal, verification can be completed through a notary and the request sent through the U.S. Postal Service.

**(OVER)**

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Pete Ricketts, Governor

Nebraska Revised Statute 28-718(3), which passed in the 2017 Legislative session, allows DHHS to charge a fee to recover expenses in carrying out Central Registry Background checks. CFS will be charging a fee of \$2.50 to process each request pending the passage of regulations. Other fees may also be applicable. Please direct questions regarding fees to CFS.

For more information regarding this process, including helpful training videos and guides, please visit the CFS website:

<http://dhhs.ne.gov/pages/Abuse-and-Neglect-Central-Registry.aspx>

Questions about the process can be directed to CFS at [DHHS.CFSCentralRegistry@nebraska.gov](mailto:DHHS.CFSCentralRegistry@nebraska.gov) or (402) 471-9272.