

License Exempt and In-Home Providers Fingerprinting FAQ

1. I am a relative provider. Do I still need to participate in FBI Fingerprint checks?

- a. Some relative providers may be exempt from having to complete fingerprint checks. Relatives who meet the definition for exemption are grandparent(s), great grandparent(s), step-grandparent(s), sibling(s) or stepsibling(s), aunt(s), and uncle(s). If you believe you should be exempt, reach out to your Resource Developer for clarification.

2. I am a licensed Subsidy provider. Which application should I fill out?

- a. There are currently two applications available for providers. Subsidy providers **MUST** submit the Child Care Fingerprint Criminal History Check Application for License Exempt Child Care Subsidy Provider Type to be considered for Subsidy eligibility. If you are a licensed Subsidy provider, you may be asked to submit both the Subsidy application and the Child Care Fingerprint Criminal History Check Application for Licensing.

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| Child Care Fingerprint Criminal History Check Application for License Exempt Child Care Subsidy Provider Type | <ul style="list-style-type: none"> • License Exempt providers & household members. • In-Home providers. • Licensed Subsidy providers, staff, and/or household members. |
| Child Care Fingerprint Criminal History Check Application | <ul style="list-style-type: none"> • Licensed non-Subsidy providers, staff, and/or household members. • Licensed Subsidy providers, staff, and/or household members. |

3. How do I know whom in my household needs to complete the fingerprint checks?

- a. For License Exempt providers all household members age 18 and older need to complete fingerprint checks. This includes the provider, family members, foster children, and roommates.
 - i. Household members age 18 and older who meet the relative definition do not need to complete fingerprint checks.

For In-Home providers, only the provider will need to complete the fingerprint checks since they are going into the family's home to provide care. Some relative providers may be exempt from having to complete fingerprint checks. See question 1 for more information about relative exemptions.

4. Does this background check (fingerprinting) replace the current Central Registry checks that I am required to provide and pay for every 5 years? Does it replace the annual criminal history checks completed by my assigned Resource Developer?

- a. This requirement (fingerprinting) does NOT replace the background and Central Registry checks, which are already required. It is an additional federal requirement. There are instances in which a National Criminal History Check Fingerprint will NOT capture state specific convictions because the individual was not “fingerprinted” for the offense. This is the reason that all background checks are necessary.

5. How often will I need to submit fingerprint checks?

- a. Providers, staff, household members, and any other required individual age 18 or older is required to submit their fingerprints for a national FBI Criminal History Check before being hired and at least once every 5 years.

6. How long does it take to be notified whether the individual is eligible or ineligible for a Subsidy Enrollment once the individual has submitted their fingerprints?

- a. The typical turnaround time for properly submitted applications is three weeks, but can take up to 45 days. Complete paperwork and payment helps prevent delays.

7. If an individual has recently completed the fingerprinting process while working in a child care program or residing in a child care home, will the individual need to complete the process again if s/he begins working or living in another child care program/home?

- a. No, Child Care Licensing will have the “eligible” or “ineligible” determination on file and it can be shared with the subsequent child care provider, as long as there is no longer than a 180 day gap in employment. The individual would need to submit a new Application for a National Criminal History Record Check with the new provider information in Section I.

8. What are the crimes that may result in denial or revocation of subsidy enrollment?

- a. See NAC 4-002.03(A)(ii & iii) for information on Criminal History and Additional Crimes that may result in denial or revocation of a Subsidy Enrollment. [Title 392 Chapter 4 Provider Enrollment](#).

9. Does the fingerprinting process need to be completed right away when a current household member turns 18 years of age?

- a. Yes, the individual must complete the fingerprinting process within 30 days of turning 18. Noncompliance may result in closure of your enrollment.

10. If an individual has been fingerprinted for another purpose, i.e. as a foster parent, teacher, or military member, will those results meet this requirement?

- a. No, the FBI has specific guidelines that prohibit National Criminal History Check-Fingerprint results to be shared for multiple purposes. Individuals will need to be fingerprinted specifically for the purpose of Child Care.

11. Are there additional places where an individual can go to complete the fingerprinting process?

- a. A list of fingerprinting sites can be found by going to the Child Care for Providers website and clicking on the document called “Public LiveScan Fingerprinting Sites.”
<http://dhhs.ne.gov/Pages/Child-Care-Providers.aspx>

12. If I get my prints scanned at a Public LiveScan location OTHER THAN THOSE LISTED BELOW will further action be required on my part?

- a. If you complete the process at a location OTHER THAN THOSE LISTED BELOW, you may be given a “fingerprint card” which you will need to submit to:

Nebraska State Patrol
 Criminal Identification Division
 4600 Innovation Dr
 Lincoln, NE 68521

Nebraska State Patrol Locations:

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|---|--|
| <p>Lincoln: Criminal Identification Division 4600 Innovation Dr Lincoln, NE 68521 (402)479-4971</p> | <p>Omaha: Troop A Headquarters 4411 South 108th Street Omaha, NE 68137 (402)331-3333 (Walk-ins only)</p> |
| <p>Norfolk: Troop B Headquarters 1401 Eisenhower Ave Norfolk, NE 68701 (402)370-3456</p> | <p>Grand Island: Troop C Headquarters 3431 Old Potash Highway Grand Island NE 68803 (308)385-6000</p> |
| <p>North Platte: Troop D Headquarters 300 W. South River Road North Platte NE 69101 (308)535-8047</p> | <p>Scotts Bluff: Troop E Headquarters 4500 Avenue I Scottsbluff, NE 69363 (308)632-1211</p> |

13. If an individual is not a U.S. citizen but is eligible to work using a work visa, does this individual complete the fingerprinting process in the same manner?

- a. Yes, the individual would complete the fingerprinting process in the same manner.

14. Should I send my application for fingerprinting before a family refers me to become a Subsidy provider?

- a. No, DHHS must receive a referral to become a Subsidy provider before we can process an application for fingerprinting. DHHS must have a child care provider to associate with each application for fingerprinting. New Subsidy providers will receive the application in their

enrollment packet from their assigned Resource Developer after the initial intake phone screening.

15. How much does it cost to get fingerprinted?

- a. If prints are done at a State Patrol Troop Station, the cost is \$45.25 per person. If prints are done at a local law enforcement site other than the State Patrol Troop Station, there may be fees in addition to the \$45.25 cost.

16. Who pays the cost of fingerprinting?

- a. Effective 5/16/22, DHHS will cover the \$45.25 cost of fingerprinting for all providers, employees, and household members through 9/30/2023.

17. If DHHS is going to cover the \$45.25 cost for my fingerprints, who do they pay?

- a. DHHS will make the payment directly to the Nebraska State Patrol. You will not need to make a payment to the Nebraska State Patrol. If prints are done at a local law enforcement site other than a State Patrol Troop Station, there may be fees in addition to the \$45.25 that are not covered by DHHS.

18. What do I do after I fill out my application?

- a. Find a fingerprinting location in your area. A current listing of all locations can be found at: <http://dhhs.ne.gov/licensure/Pages/Child-Care-Licensing.aspx>
Tip: Nebraska State Patrol locations have LiveScan capability and offer the quickest way to receive results. Completing fingerprints at an alternative site will result in increased processing time and may have an additional service fee.
- b. Bring your government issued photo identification card (driver's license, passport, etc.) to the location identified.
- c. Provide the completed and signed application to the fingerprinting technician. They will not keep the application but need to view it for billing verification.
Tip: You can make a copy of your application for your own records, or to submit to DHHS in the final step (f).
- d. If the location is not a Nebraska State Patrol Troop location, you must submit fingerprints to the following address:

Nebraska State Patrol - Criminal Identification Division
4600 Innovation Dr
Lincoln, NE 68521

- e. If you are applying before 5/16/22, or after 9/30/23, pay the fee of \$45.25 to the Nebraska State Patrol. There are 2 ways to pay for fingerprint processing:
 - i. Credit Card/E-Check: Pay \$45.25 by credit card at www.ne.gov/go/nsp. A small transaction fee will be added to your payment.
 - ii. Check or Money Order: Pay \$45.25 to:

Nebraska State Patrol ATTN: CID

4600 Innovation Dr
Lincoln, NE 68521

- f. Submit the application to DHHS at:

DHHS.ChildCareLicensing@nebraska.gov or mail to:

DHHS Licensure Unit, Children's Services

PO Box 94986

Lincoln, NE 68509-4986

19. I completed my fingerprints with the Nebraska State Patrol but I have not heard back. What are my next steps?

- a. The timeline for processing fingerprints begins when all required steps in the fingerprint process have been completed. Processing time can range from three weeks to 45 days. If it has been longer than three weeks *and* all required steps have been completed (see below), you can contact the Nebraska State Patrol at 402-479-4971 to check the status of your fingerprints. If the fingerprint results have been sent to Public Health Licensing, they can be contacted at 800-600-1289 for further information. If additional information is needed that cannot be provided by either of these entities, you can reach out to your Resource Developer.
- i. Fingerprint process steps:
- ✓ Attended a fingerprint appointment at a LiveScan location, *or* at an alternate location and submitted fingerprint card to the address in Question 17e;
 - ✓ Submitted payment for fingerprinting (if applicable); **and**
 - ✓ Emailed or mailed application to DHHS at the address in Question 17g.
- b. If you have not completed all required steps in the fingerprint process, identify and complete the missing step(s).