



20<sup>th</sup> OF EACH MONTH

## RE: Fingerprint Criminal History Record Checks

Dear Child Care Providers,

As previously communicated, Nebraska state law now requires child care providers, staff members who were licensed or employed by a child care provider prior to October 1, 2019 and individuals 18 years old or older who reside in Family Child Care Homes to submit fingerprints for a national criminal history record check. This law applies to all licensed Family Child Care Homes I and II, Child Care Centers, School Age Only Centers and Preschools. There are no exceptions.

The Nebraska Department of Health and Human Services (DHHS), in collaboration with the Nebraska State Patrol, has developed a two-year implementation schedule for all existing child care providers, staff members and others required to complete the criminal history background check. This approach should limit delays due to volume, maintain efficient processing times and reduce result wait times.

This letter is notifying you that **all required individuals in your child care facility or household, including you, must submit the national criminal history record check no later than END OF EACH MONTH.** This requirement does not include new hires who have already completed background checks consistent with the new state law.

To complete this requirement, you must:

1. Complete a separate application for each required individual;
2. Submit the applications to DHHS – Public Health (address located on the application);
3. And have a copy of the application with you when you are fingerprinted by the Nebraska State Patrol.

The Nebraska State Patrol will send the results to the Department. The Department will review the results and send separate notifications to the licensee and individual. Notifications will include determination as to whether the fingerprinted individual is eligible or not eligible to work as a child care provider, staff member or to reside where care is being provided.

In February 2020, the Department announced they would pay the \$45.25 fee charged by the Nebraska State Patrol for completing background checks for existing child care staff and household members. Existing providers will not need to pay any costs if they go to one of the six Nebraska State Patrol Troop Areas for fingerprinting services. If the provider chooses to go to a local law enforcement agency, the

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Department will still pay the \$45.25 fee for the background check, however there may be a small service fee charged for fingerprinting by that local law enforcement agency not covered by the Department.

Enclosed is an application and checklist. A list of all Nebraska State Patrol or State Patrol Troop area sites and additional copies of the application and other up-to-date background check information can be found on our website at: <https://dhhs.ne.gov/licensure/Pages/Child-Care-Licensing.aspx>. Applicants are encouraged to use resources on the Department licensing page and contact local law enforcement to see if fingerprinting services are provided, and if so what fee may be charged.

The Department thanks you for your commitment to provide quality child care for Nebraska's children.

Sincerely,

Lindsay Braddock  
Program Manager  
Children's Services Licensing