



May 31, 2024

Dear Child Care Providers:

All child care staff will receive notification to renew their fingerprint background check and have their eligibility re-determined, according to their individual eligibility dates. Staff receiving a renewal notification will need to submit a renewal application to DHHS Children's Services Licensing and have new fingerprints completed and submitted to Nebraska State Patrol.

A child care staff member is defined as an individual who is employed by a child care provider, including contract employees or self-employed individuals, whose activities involve the care or supervision of children or unsupervised access to children who are cared for or supervised by a child care provider, or resides in a family child care home and is eighteen years of age or older.

Child care staff will receive a notification by U.S. mail approximately 90-days before the date their eligibility expires. If a currently eligible staff member has a new mailing address, please email the new address DHHS.CCFingerprinting@nebraska.gov to ensure the staff member receives a renewal notice. Staff may renew no sooner than 90 days before their eligibility expiration date.

The renewal application (enclosed) must be used for all background check renewals. The renewal application will be mailed with each renewal notice and is posted on the Child Care Licensing website: <https://dhhs.ne.gov/licensure/Pages/Child-Care-Licensing.aspx>

Licensees must ensure current eligible child care staff have updated mailing and email addresses and complete the renewal process within the 90-day period. Children's Services Licensing cannot guarantee that currently eligible staff will receive a renewal notice without a current address.

DHHS will continue to cover the cost of child care workers' fingerprinting fees until **April 30, 2029**. The \$45.25 fee is required by the Nebraska State Patrol (NSP) for background checks.

To schedule fingerprinting at a Nebraska State Patrol location, use the NSP Online calendar: <https://statepatrol.nebraska.gov/services/fingerprinting>

If fingerprinting is completed at a location other than the Nebraska State Patrol, fingerprint cards or print outs of fingerprints taken by LiveScan must be mailed to:

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

A renewal Q & A is available at: <https://dhhs.ne.gov/licensure/Documents/QAChildCareFingerprintRenewal.pdf>.

If you have questions about renewal of child care staff eligibility to work in a child care program, please contact the Division of Public Health, Children's Services Licensing, at 800-600-1289, press option 1, or by e-mail at DHHS.CCFingerprinting@nebraska.gov.

Thank you for your commitment and valuable service to Nebraska children and families.

Sincerely,

Matthew Hayden
DHHS Program Manager II