



August 26, 2021

Dear Residential Child-Caring Agency Licensees,

As previously communicated in 2019, Neb. Rev. Stat. §71-1928.01 requires any individual eighteen years of age or older working in a residential child-caring agency to undergo background checks no less than every 5 years. The Department of Health and Human Services (DHHS) is requiring fingerprints to be resubmitted and background checks updated to determine employment eligibility every 2 years for those staff previously fingerprinted and determined eligible to work in a residential child-caring agency. October 2021 marks the beginning of the 2-year resubmission process.

Beginning in September 2021, your residential child-caring agency will receive from DHHS a monthly list of the employees on record who must:

- 1) **Again complete the fingerprinting process through the Nebraska State Patrol (NSP) to obtain the:**
 - A) **national criminal history record information check,**
 - B) **state criminal registry check, and**
 - C) **state sex offender registry check**

A fingerprint based background check application is included in the attachments with this email. The application must be submitted to DHHS.ChildCareLicensing@nebraska.gov to allow DHHS to receive the background check results and allow NSP to complete the criminal background check process on behalf of DHHS. Please note: Regulations for Residential Child-Caring Agencies, 391 NAC 7 005.02(F), states: "...Licensees and individuals employed prior to the effective date of this chapter will not be disqualified based upon previous criminal history. Such persons can be disqualified based on criminal history occurring after the effective date of this chapter." These regulations were effective March 22, 2021.

DHHS will pay the cost of all fingerprint based background checks from September 1, 2021 through February 28, 2022 for all NEW and EXISTING employees working in a Residential Child Caring Agency. To benefit from this cost savings, all individuals getting fingerprinted must schedule the appointment through <http://nsp.ne.gov/appointments> on or after September 1, 2021 and select the Appointment Type and Appointment Details as illustrated below:

Appointment Type required

Child Care Residential Facility

Appointment Details required

Child Care Residential Facility Employee

and

- 2) **Again complete the state based child abuse and neglect (APS/CPS) registry background check process.**

To complete APS/CPS registry background check, please visit the following links or direct questions to DHHS.CFSCentralRegistry@nebraska.gov.

Portal <https://ecmp.nebraska.gov/DHHS-CR/>

Portal Help site <https://dhhs.ne.gov/Pages/Central-Registry-Business.aspx>

All background checks must be completed no more than 60 days after the previous fingerprint date noted on the monthly list your residential child-caring agency will receive. For example, if a background check was completed on October 1, 2019 the individual must complete the background check before November 29, 2021.

If you have questions about these requirements, please contact the Division of Public Health, Licensure Unit, at 800-600-1289 or by e-mail at DHHS.ChildCareLicensing@nebraska.gov. Thank you for your ongoing service to the children and families of Nebraska.

Sincerely,

Lindsay Braddock
DHHS Program Manager II
Children's Services Licensing