

CHILD CARE CRIMINAL BACKGROUND CHECK (CCCBC) REQUIREMENTS

The Louisiana Department of Education has been designated by federal law to process child care criminal background checks (CCCBCs). These background checks are required by federal law in an effort to reduce the risk of children being harmed. Starting March 1, 2018, the Department determines a person’s eligibility for child care purposes based upon the results of the person’s new criminal background check every five years.

What is included in the child care criminal background check:

1. A fingerprint-based search of the Louisiana criminal history record information (CHRI);
2. A fingerprint-based search of the Federal criminal history record information;
3. A request to DCFS to search the State Central Registry of Child Abuse and Neglect;
4. A search of the Louisiana Sex Offender and Child Predator Registry;
5. A search of the National Sex Offender Registry; and
6. A request for a search of the name-based state criminal history information record, state sex offender registry, and state registry of child abuse and neglect in each state where such person resided in the past five years.

| CCCBC FAQ and fee changes | | | | | | |
|-----------------------------------|---|----------------------|-----------------------------|-----------------------|------------------------|-----------------------------------|
| Where to apply | Through Online CCCBCS Portal run by the Louisiana Department of Education, then fingerprinted at a Department-specified site. | | | | | |
| Who determines eligibility | The Department, based on results received by other agencies and in accordance with state law. | | | | | |
| What the provider see | Only the eligibility, provisional, indeterminable, or ineligibility determination. | | | | | |
| Time of validity | 5 years and the CCCBC is portable as long as the person has not been separated from employment from the provider/entity for more than 180 consecutive days. | | | | | |
| Fee Changes | As of January 22, 2020 | | | March 1, 2020 | | |
| | Agency/Entity | In-state Fees | Out of State Fees | Agency/Entity | In-state Fees | Out of State Fees |
| | LSP | \$26.00 | | LSP | \$26.00 | |
| | FBI | \$13.25 | | FBI | \$13.25 | |
| | LDOE | \$15 | \$15 | LDOE | \$15 | \$15 |
| | DCFS | \$25 | | DCFS | \$25 | |
| | Fingerprint Vendor fee | \$10.40 | | *Fingerprint Vendor | \$9.78-\$10.40 | |
| | Total | \$89.65 | \$89.65 + \$15/state | LA Sheriff Assoc. fee | \$5.00 | |
| | | | | Total | \$94.65-\$94.03 | In-State total+ \$15/state |

*Fingerprint fee cost depends on the date of implementation of the statewide civil scan system.

If you have any questions, please email Valerie Black at LDEchildcareCBC@la.gov.