

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.

How did Louisiana transition to the new criminal background checks:

For all Licensed Centers (includes Type I, II and III):

Transition Periods	Licensed Centers
Starting March 1, 2018	<ul style="list-style-type: none"> • <u>Anyone who is hired NEW on or after March 1, 2018, will have to get the NEW criminal background check prior to starting work.</u> This includes owners, volunteers, staff, members, employees, independent contractors, and other entities (R&R staff, CLASS observers, etc.)
April 1, 2018 – May 31, 2018	<ul style="list-style-type: none"> • Existing owners, operators, directors, director designees and staff-in-charge
May 1, 2018 – June 30, 2018	<ul style="list-style-type: none"> • Existing volunteers and staff members employed for five or more years. This includes all currently-employed volunteers and staff members who started at the center prior to March 1, 2013.
June 1, 2018 – July 31, 2018	<ul style="list-style-type: none"> • Existing volunteers, staff members employed between two and five years. This includes all currently-employed volunteers and staff members who started at the center between March 1, 2013 and March 1, 2016. • Existing visitors, independent contractors, and other entities (R&R staff, CLASS observers, etc.). This includes all individuals who had a satisfactory Right to Review or CBC prior to March 1, 2018.
July 1, 2018 – August 31, 2018	<ul style="list-style-type: none"> • All existing volunteers and staff members employed for two years or less. This includes all currently-employed volunteers and staff members who started at the center between March 2, 2016 and February 28, 2018.

For Family Home and In-Home Providers that serve children with Child Care Assistance Program (CCAP) funding:

- **NEW** home-based providers were required to have a new CCCBC beginning March 1, 2018.
- Existing home-based providers who have an existing satisfactory CBC on March 1, 2018 must obtain a CCCBC at the time of renewal of certification or before August 1, 2018. Other required persons associated with home-based providers must have a new CCCBC before October 1, 2018.

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

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What is different with the new process:

	Process prior to March 2018	New Process (After March 1, 2018)																					
Where to apply	With local Sheriff's Office or Louisiana State Police	Through Online CCCBCS Portal run by the Louisiana Department of Education, then fingerprinted at a Department-specified site.																					
Who determines eligibility	Licensed provider	The Department																					
Where to search for results	Sheriff's Office Portal or physical RAP sheet	Through the Online CCCBC System Portal																					
What does the provider see	The entire RAP sheet	Only the eligibility, provisional, indeterminable, or ineligibility determination																					
Time of validity	Does not expire unless center changes	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																					
Fees	Old CBC Fees	CCCBC In-State Fees																					
	<table border="1" style="width: 100%;"> <tr> <td>Louisiana State Police</td> <td style="text-align: right;">\$26</td> </tr> <tr> <td>Fingerprinting Fee</td> <td style="text-align: right;">\$10-\$15</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$36-\$41</td> </tr> </table>	Louisiana State Police	\$26	Fingerprinting Fee	\$10-\$15	Total	\$36-\$41	<table border="1" style="width: 100%;"> <tr> <td></td> <td style="background-color: #333; color: white;">Out of State Fees</td> </tr> <tr> <td>Louisiana State Police</td> <td style="text-align: right;">\$26</td> </tr> <tr> <td>Federal Bureau of Investigations</td> <td style="text-align: right;">\$13.25</td> </tr> <tr> <td>Louisiana Department of Education</td> <td style="text-align: right;">\$15</td> </tr> <tr> <td>Department of Children and Family Services</td> <td style="text-align: right;">\$25</td> </tr> <tr> <td>Fingerprinting Fee at location</td> <td style="text-align: right;">\$10</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$88</td> </tr> <tr> <td></td> <td style="text-align: right;">\$88 + \$15/state</td> </tr> </table>		Out of State Fees	Louisiana State Police	\$26	Federal Bureau of Investigations	\$13.25	Louisiana Department of Education	\$15	Department of Children and Family Services	\$25	Fingerprinting Fee at location	\$10	Total	\$88	
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State Central Registry	Annual self-disclosure	Included in the CCCBC determination so self-disclosure is no longer needed																					
CBC vs CCCBC	1. A fingerprint-based search of the Louisiana criminal history record information.	<ol style="list-style-type: none"> 1. A fingerprint-based search of the Louisiana criminal history record information ; 2. A fingerprint-based search of the Federal criminal history record information; 3. A search of 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. 																					
Waiver	Waiver could be granted upon submission of a fingerprint.	<p>Waiver cannot be granted upon fingerprint submission.</p> <p>Provisional Employment with monitoring requirements can be granted after there is a clear State or FBI criminal history check.</p>																					