Family Information Sheet

Child Care Employee Background Check Process

Department of Children & Youth

The Ohio Department of Job and Family Services' background check process is one way we help to ensure child care programs are safe. The background check process follows both state and federal requirements.

What does a background check include?

- FBI fingerprint check
- BCI fingerprint check
- National Sex Offender Registry search
- State sex offender registry search
- Statewide child abuse and neglect registry search

To review a list of prohibited offenses that may exclude an individual from working in child care visit jfs.ohio.gov/static/OFC/ProhibitiveConvictionsFeb2024.pdf.

Who must get a background check?

- All owners, administrators, child care staff members, and employees
- All adults living in a family child care home

How often should a background check be completed?

Individuals must complete a background check upon hire. Newly hired individuals may begin work once the provider and individual receive a notification of eligibility. Updated background checks are required at least every 5 years.

Why is the background check process important?

The child care background check process increases the safety protections for children attending the program.

For more information regarding the child care background check process visit:
https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-09.stm for Child Care Centers
https://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules/5101-2-13-09.stm for Family Child Care Providers
https://emanuals.jfs.ohio.gov/ChildCare/InHomeAide/Rules/5101-2-14-03.stm for In-Home Aides
https://emanuals.jfs.ohio.gov/ChildCare/DayCamp/Rules/5101-2-18-07.stm for Approved Day Camps

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