



Background Check Requirements – Changes Effective 09/29/2019 5101:2-12 and 5101:2-13 of the Ohio Administrative Code

Note: A preliminary approval means the Ohio Department of Job and Family Services (ODJFS) has received and reviewed the Bureau of Criminal Investigation (BCI) or Federal Bureau of Investigation (FBI) results and made a preliminary determination. If ODJFS has received and reviewed all the necessary information to complete a full determination, then a preliminary approval is not necessary.

Old: Employees and child care staff members (CCSM) of child care centers and/or licensed family child care providers hired prior to September 29, 2019:	New: Employees and child care staff members (CCSM) of child care centers and/or licensed family child care providers hired on or after September 29, 2019:
<ul style="list-style-type: none"> ▪ Must submit fingerprints for BCI and FBI criminal records check via a WebCheck agency and submit the JFS 01175 “Request for a Background Check for Child Care” to ODJFS via e-mail or the Ohio Professional Registry (OPR). 	<ul style="list-style-type: none"> ▪ Must submit fingerprints for BCI and FBI criminal records check via a WebCheck agency and submit the request for a background check for child care in the OPR.
<ul style="list-style-type: none"> ▪ After fingerprints and the JFS 01175 have been submitted: <ul style="list-style-type: none"> ▪ New <u>employees</u> may perform assigned duties. ▪ New <u>CCSMs</u> may begin their assigned duties, work with children and be included in staff/child ratio if they are supervised by a CCSM with an eligible JFS 01176 on file or in the OPR. They may not be left alone with children. 	<ul style="list-style-type: none"> ▪ After fingerprints and the request for a background check have been submitted: <ul style="list-style-type: none"> ▪ Cannot engage in any assigned duties or have contact with children until preliminary approval (generated through OPR) is received.*
<ul style="list-style-type: none"> ▪ No preliminary approval process. 	<ul style="list-style-type: none"> ▪ If only preliminary approval has been received: <ul style="list-style-type: none"> ▪ New <u>employees</u> may perform assigned duties. ▪ New <u>CCSMs</u> may begin their assigned duties, work with children and be included in staff/child ratio if they are supervised by a CCSM with an eligible JFS 01176 on file or in the OPR. They may not be left alone with children.
<ul style="list-style-type: none"> ▪ CCSMs may be left alone with children when a JFS 01176 is on file. 	<ul style="list-style-type: none"> ▪ CCSMs may be left alone with children when a JFS 01176 is on file.

* Newly hired staff may complete paperwork and pre-service training at the place of employment but may not be in the classroom or any areas used for care while children are present in that space and may not perform any assigned duties until preliminary approval is received. This includes assigned duties which do not involve contact with children in care such as cooking, office work, etc.

Residents of licensed family child care providers are not required to obtain a preliminary approval prior to residency. A new adult resident is required to submit a request for a background check in the OPR within ten days of residency or turning eighteen. Additional information regarding the background check process may be found at: http://jfs.ohio.gov/cdc/Background_Check_Process.stm.