



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**DATE:** January 11, 2018 – updated January 19, 2018

**TO:** Licensed Child Day Centers  
Licensed Family Day Homes  
Voluntarily Registered Family Day Homes  
Licensed Family Day System  
Religious Exempt Child Day Centers  
Certified Preschools  
Unlicensed Child Day Programs Receiving Child Care Subsidy Assistance

**FROM:** Charlene Vincent, Director, Division of Licensing – Children’s Programs

**SUBJECT:** Fingerprint based background checks – implementation memo #5 updated  
Timing of obtaining fingerprint background checks

**Update 1-19-18:** Fieldprint codes have been released and sent to you via email today. If you have not received the Fieldprint codes at the email designated as the OBI contact email, please contact the Office of Background Investigations at 804-726-7884.

Since there was a delay in sending out the Fieldprint codes, the new “go-live” date will be January 22, 2018. All employee and volunteers that are hired on or after January 22, 2018 must have a fingerprint based background check completed before that individual begins employment or volunteer service.

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To avoid overloading the system and creating delays in returning results, we are asking everyone to follow the current and new schedule outlined below on when to get fingerprints taken.

There are different start dates for different categories of child care providers. Find the designated category and follow the process for that category. The categories are:

1. Current individuals - individuals who are existing (applicants, agents, employees, volunteers, household members) as of the date we begin fingerprinting
2. New individuals - new applicants, new employees/volunteers, new household members who begin work/applications as of the date we begin fingerprinting

### Schedule for current individuals

The schedule for current individuals is based on the results date from your last completed name based criminal history. For example, if your last criminal history was from March 2015; you should register for an appointment and be fingerprinted in March 2018.

If you are currently an applicant, agent, employee, volunteer, or house hold member, please follow the schedule below:

<b>Child Care Individuals who had a name check completed in:</b>	<b>Month to begin fingerprinting:</b>
January 2015 ** Individual from a religious exempt child day center with name checks completed 2014 or earlier	January 2018
February 2015 ** Individual from a religious exempt child day center with name checks completed 2014 or earlier	February 1, 2018
March – June 2015 ** Individual from a religious exempt child day center with name checks completed 2014 or earlier	March 1, 2018
July – December 2015	April 1, 2018
January – June 2016	May 1, 2018
July – December 2016	June 1, 2018
January – June 2017	July 1, 2018
July – December 2017	August 1, 2018
January 2018	September 1, 2018

**Why can't I get fingerprinted right away?**

Virginia State Police and OBI need time to process all the fingerprints and can only handle a certain amount of requests at a time. By following the schedule outlined, there should not be a backlog of fingerprints that would hold up the process for everyone receiving results.

**Is there a deadline to be fingerprinted?**

Yes. Current individuals must have completed their fingerprint background checks by September 30, 2018.

**Schedule for new individuals**

Employees and volunteers

All employee and volunteers that are hired on or after the date we begin fingerprint checks must have a fingerprint based background check completed before that individual begins employment or volunteer service.

Household members

Within 30 days of an adult becoming a household member, the individual must have completed a fingerprint based background check.

New applicants/agent for licensure, registration, or subsidy vendor

New applicants for licensure, registration, or subsidy vendor must have fingerprint background checks as part of the application.

New board officers who are applicants or agents must complete a fingerprint based background check within 30 days of appointment as a board officer.

Licenses, registrations, or approvals will not be granted until fingerprint based background checks are completed.

<b>Applicant Category</b>	<b>Fingerprint check completed:</b>
New employee/volunteer/agent	Before beginning employment or volunteer service
New household members	Within 30 days of moving into a home
New applicant/agent	Within 30 days of becoming an applicant or agent

**Reminder:** All of the fingerprint implementation memos can be found at [http://www.dss.virginia.gov/family/children\\_background.cgi](http://www.dss.virginia.gov/family/children_background.cgi) along with other helpful resources.

Please contact your licensing inspector or licensing office with any questions.