

OEC Legal Division Background Check Update

September 12, 2019



Changes Coming September 30, 2019:

BACKGROUND CHECK PROCESSING FEES:

Refund of payments made between 4/22 and 5/31/19 are estimated to be mailed by the State Comptroller's office in early October. OEC is still paying the processing fees for child care background check applications postmarked on or before September 30, 2019, or until the allocated funds are exhausted. **All applications postmarked October 1, 2019 or later must include the processing fee of \$88.25 per staff member or \$86.25 per volunteer.**

PRIVACY RIGHTS:

Beginning September 30, 2019 all applications must contain the signed FBI Privacy Act Statement and Noncriminal Justice Applicant's Privacy Rights form. This is included in all background check packets provided by OEC and also may be downloaded from the background checks webpage at www.ctoec.org/background-checks.

FINGERPRINT CARD COMPLETION:

The State Police (Department of Emergency Services and Public Protection - DESPP) have instructed OEC that **Fingerprint cards must be fully completed** in order to process the background check. All demographic information must be filled out completely, or DESPP will return it to OEC, and OEC must return to sender. Please visit www.ctoec.org/background-checks for a sample completed FP card.

INTERSTATE BACKGROUND CHECKS:

Beginning Sept. 30, 2019, OEC will check the state of residence criminal, sex offender, and child protective services registries for all staff who **live outside of CT and provide child care within CT**.

* **NOTE:** If any incomplete application materials are returned to sender, then mailed back to OEC with a postmark date after September 30, 2019, the \$88.25/\$86.25 processing fee must be included. Any complete application with fingerprints that are rejected by DESPP will have a credit on file, so no fee will be needed when new fingerprints are submitted to replace the rejected fingerprint card.

Questions? Please email oceresults@ct.gov or call 860-500-4466.

Thanks for all you do to provide safe, nurturing care for young children!