



United Way of Connecticut  
*Helping You Thrive.*

# FINGERPRINTING POLICIES

## Guidelines and Policies

### Closed Room

The locations must have an enclosed room with no foot traffic which will be prepared before 211 Child Care (211CC) arrives. The space CAN be an unused classroom, empty office, or conference room, and must be available for the entirety of the session. The space CANNOT be in a large room divided by partitions or a break/lunchroom that people need access to. These room requirements are required to ensure appointment privacy and security of the equipment. 211CC will NOT conduct the session in a room that does not meet these requirements.

### Proper size furniture

The enclosed room must have an adult-sized table and chairs. 211CC will NOT conduct the session in a room that does not have the proper size furniture. For reference, the standard height of the table is approximately 30 inches, and the standard height of the chair is approximately 17–19 inches. The furniture can be a folding table and chairs.

### No Show Policy

Applicants that do not attend will be considered a No-Show. 211CC No-Show Policy states that if an applicant does not appear and does not try to reschedule at least 24 hours before their appointment on two (2) separate occasions, they will be barred from scheduling any further appointments.

### Staff on premises

The person responsible for the session or a designated staff member from the location MUST remain on the premises for the entire session.

### OEC Review

The Office of Early Childhood reviews appointments. If an applicant has already completed a background check, their appointment may be canceled. Notification will be sent to the applicant only.

## Email Notifications

At least one day before the session, you will receive a confirmation email with the final appointment schedule. No changes will be made after this date. We cannot allow walk-ins, and applicants cannot be added to the schedule on the day of your session. Our staff does not have the physical access needed to the Connecticut Criminal History Records System offsite. The email will include the names of our staff who will be conducting your session. Please be advised that this is subject to change. You will receive a post-session email one business day after the session with the list of applicants who attended.

## Drills

Locations will refrain from scheduling a fire or lockdown drill while 211CC are on site because of security reasons involving our equipment.

## Inclement Weather Policy

If 211 Child Care leadership is unable to cancel 1 day prior, you will be notified by both phone and e-mail the morning of your session. If we are unable to reach you by phone, we will call your alternate contact. Please be sure that the phone numbers you provide will be the best numbers to reach you or the alternate site contact in the event of a same-day cancellation.

## Impending snowstorm

Impending snowstorm/blizzard forecasted to hit on the day of the scheduled session:

211 Child Care leadership will decide on cancellation one business day in advance. You will be notified via email and phone. Email notices will be sent out to scheduled applicants. 211 Child Care will work with the program to reschedule. 211 Child Care will announce the cancellation on the [211 Child Care webpage](#).

## Delays

211 Child Care leadership will make a decision regarding delay by 700 AM on the day of the scheduled session. Host Sites will be notified via email and phone. Email notices will be sent out to scheduled applicants. 211 Child Care will announce the delay on the [211 Child Care webpage](#).

## Early Departure

If the weather deteriorates during the day when fingerprinting is in session, 211 Child Care staff will make an informed decision regarding early departure. Email notices will be sent out to scheduled applicants. 211 Child Care will announce the cancellation of remaining appointments on the [211 Child Care webpage](#).

## Instructions

## BCIS

Instruct applicants to complete the process in the [Background Check Information System \(BCIS\)](#). The appointment times for your session will be listed and staff can schedule their appointment at the end of the process if there is a certain time that they need. The person responsible for the session will complete the Appointment Schedule if you choose to schedule the appointment on behalf of the applicant.

## Day of Session

211 Child Care will arrive approximately 15 minutes before the first appointment time. Appointments are typically held in the order of the Appointment Schedule, however, the staff on site are flexible and can take appointments out of order. 211 Child Care will depart approximately 15 minutes after the last appointment time.