



# Background Checks for Child Care Providers - FAQs

## **Do I need to keep copies of all employee background check requests?**

Yes, it is the responsibility of the provider to keep copies of all Department of Child Services (DCS) Direct Service Central Registry Clearance Form (CSO-1083C) requests they submit to DCS Central Registry, as well as all copies of the results emails received.

## **Can employees work in the classroom prior to having the results?**

A person awaiting receipt of the Central Registry Background Check may provide direct services to the Department of Economic Security (DES) clients while under the supervision of a staff member or volunteer who has satisfied all of the criminal background check requirements.

## **What if the Search for Background check results have a disqualifying act for an applicable staff member?**

The staff member is immediately prohibited from

employment or service with the contracted provider or licensee in any capacity requiring or allowing contact with juveniles or vulnerable adults and is not allowed to work in a group. A contracted provider will need to send a written statement to their assigned Contract Specialist by filling out the Written Assurance Statement with assurance that the employee is no longer being employed by the contractor. Please contact your Compliance Specialist for more information.

## **How do I request a Central Registry Exception?**

Individuals who don't clear the Background check may be eligible to apply to the Board of Fingerprinting for a central registry exception. You can contact the Department of Public Safety (DPS) at 602-223-2279 to apply to the Board of Fingerprinting for a central registry exception.

## **What is a Central Registry Exception?**

“Central Registry exception” is a notification to DES, DCS or the Department of Health Services, as appropriate, pursuant to section 41-619.57 that the person is not disqualified because of a Central Registry check conducted pursuant to section 8-804. A copy of the Central Registry Exception letter documentation will need to be provided to the assigned Contract Specialist and a copy should be available/filed onsite.

## **How do I submit the DCS Direct Service Central Registry Clearance Form (CSO-1083C)?**

Download the [DCS Direct Service Central Registry Clearance form](#) and email the completed form to [DESCANRegistrychecks@AZDCS.gov](mailto:DESCANRegistrychecks@AZDCS.gov). This form needs to be completed by each employee needing a search and a copy of that form should be kept by the provider in their personnel file.

Only include one request per email.

## **How do I submit the Out of State Central Registry Request Form (CCA-1211A)?**

You need to download the [Request for Search of Background Checks Fillable Form \(CCA-1211A\)](#). (A passport number must be included as proof of identification for those individuals without a Social Security Number) and scan the completed application along with all additional documents required for the state(s) and email to [ccacentralregistry@azdes.gov](mailto:ccacentralregistry@azdes.gov). Only include one request per email.

## **How often do we need to conduct a Search of the Central Registry Background Check on each employee?**

Background checks should be performed every five years. In addition, DES may conduct criminal

background checks on all applicable individuals at the discretion of DES. DES may also request documentation from the Contractor or other applicable state agencies confirming compliance with licensing or certification requirements regarding criminal background checks, including fingerprint clearance cards.

## **What if I am a new contracted provider submitting a Search of Background Checks and I do not have a Provider ID number (P#)?**

Contracted providers will be assigned a Provider ID number (P#) once the Provider Registration Agreement is fully executed. You can contact your assigned Contracts Specialist to collect your sites P#.

## **What are the timeframes for receiving results?**

All complete and accurate requests will be processed, and results will be sent based on the order the forms were received. It is critically important that requestors monitor their email to ensure they follow up timely in providing all information necessary to process their requests. Federal regulations stipulate that States have 45 days to complete an Out of State (Interstate) Child Abuse & Neglect Registry check. DES Division of Child Care will notify providers if no results are received from the State after 45 days from the date the out of state request was submitted.

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