

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 13: Background Checks Section 13: Background Checks for Childcare Providers and Extracurricular Activities	
	Effective Date: January 1, 2026	Version: 2

POLICY OVERVIEW

*This policy applies to children who have been removed from their homes and are in an out-of-home placement. This policy is **not** applicable to In-Home CHINS.*

The Indiana Department of Child Services (DCS) must do background checks for childcare providers and individuals involved in extracurricular activities to protect the child's safety while supporting the child's right to experience a normal life in care.

POLICY STATEMENT

DCS will follow state and federal laws regarding background checks for childcare providers and extracurricular activities.

Unlicensed Childcare Providers (Outside of the Resource Home - Regular and Ongoing)

If a child is cared for outside the resource home on a regular and ongoing basis, DCS must complete background checks for everyone living in the childcare provider's home:

1. Child Protection Service (CPS) History Checks:
 - For anyone six (6) years of age or older, and
 - Must be done for every state in which the person has lived in the last five (5) years.

Note: If there is a CPS substantiation, see policy [13.16](#).

2. National Sex Offender Registry (NSOR) Check (using the Dru Sjodin National Sex Offender Public website [see Resources])
 - For anyone 14 years old or older,
 - In every state in which the person has lived the last five (5) years.
3. Local Criminal Records Check
 - For all people 18 years of age and older.

Fingerprint-Based Checks should not be done for unlicensed out-of-home childcare providers. DCS does not have the legal authority to complete fingerprinting for this purpose (see policy [13.15](#)).

Unlicensed Childcare Providers (Inside the Resource Home - Regular and Ongoing)

If the childcare provider works inside the resource home on a regular and ongoing basis, they are considered an employee or volunteer of the home. Follow the background check rules in:

- Policy [13.05](#)
- Policy [13.09](#)

Licensed Childcare Providers

If the provider is licensed by the Family and Social Services Administration (FSSA), Office of Early Childhood and Out of School Learning, no extra background checks are needed. This includes:

- Licensed child-care homes,
- Licensed childcare centers, and
- Unlicensed registered childcare ministries.

Childcare on an Irregular Basis (In-Home or Out-of-Home)

DCS does not have legal authority to fingerprint unlicensed childcare providers that supervise the child on an irregular basis. Use discretion to decide if these checks are needed:

- CPS History Checks,
- NSOR Checks (using the Dru Sjodin National Sex Offender Public Website), and/or
- Local Criminal Records Checks

Extracurricular Activities

DCS does not have legal authority to fingerprint individuals involved in the child's participation in extracurricular activities. Use discretion to decide if these checks are needed:

- CPS History Checks,
- NSOR Checks (using the Dru Sjodin National Sex Offender Public website), and/or
- Local Criminal Records Checks are needed.

LEGAL REFERENCES

- [IC 10-13-3-27: Release of data to noncriminal justice organization or to individuals; national crime information center data restricted; penalties](#)
- [IC 10-13-3-38.5: Use of fingerprints for employment or license; retention of fingerprints; requirement to submit to fingerprint background check based on access to confidential tax information](#)
- [IC 10-13-3-39: Department designated authorized agency for national criminal history background check; request for background check by qualified entity; exchange of identification records; results provided to public agency](#)