

### **Background Check Process through I-LEAD-Fingerprint and Consent Form Submission**

Due to COVID-19 many fingerprint locations have closed or reduced their hours of operation and number of available appointments. Our goal is to help providers and caregivers understand when they are required to submit their fingerprints and when they are required to submit a background check consent form for both new hires and existing employees. Below are a few items to remember:



*Fingerprints are valid for 3 years after completion. It is best practice to schedule your appointment 60 days prior to the current finger prints expiration.*

To book a fingerprint appointment through Identogo on their website located at <https://www.identogo.com/locations/indiana> or by calling 877-472-6917. It has been determined that in times of limited appointments and backlogs it may be beneficial to call instead of scheduling on the website.

Prior to submitting your consent form, makes sure that the name on the consent matches the name on the fingerprint receipt. If there is a discrepancy, please email [qualification.review@fssa.in.gov](mailto:qualification.review@fssa.in.gov) and provide your name, facility where you work and the difference in the name on the receipt and the name on your consent along with the copy of your receipt. This will enable us to find your fingerprints in the system more quickly and process your consent.

**When hiring a new staff person at your child care or for your existing staff you should take the following steps depending on their employment status:**

#### **For a staff person that has never worked in a child care before:**

Complete a fingerprint appointment prior to submitting a consent form. After completion of the fingerprinting process the potential employee will receive a receipt. This receipt contains a transaction number and the completion date that the fingerprint will expire which is 3 years from this date. Retention of this receipt will make it easier to know when the fingerprint expires and make it easier to find the employees fingerprint in the system.

Once the employee has completed the fingerprint process it is time for them to submit the consent form. A new consent form must be submitted each year and cannot be re-submitted until it has been over 9 months since the last submission. Encourage the employee to make sure all fields are completed on the consent form and the information is accurate. Juveniles should continue to submit their consent forms using the paper form and attach their juvenile report. This can be submitted to your consultant who will forward it to the background check unit.

### **For a staff person that has worked in child care within the last three years:**

If during the interview the potential staff person indicates that they have worked in child care in the last three years you may want to contact OECOSL to determine if they have an active finger print on file. If you need assistance in determining if the finger print has expired, contact the background check unit at [qualification.review@fssa.in.gov](mailto:qualification.review@fssa.in.gov). Provide the employees name, date of birth and the last 4 numbers of the Social Security Number (SSN). Be sure to include any possible names it could be under such as maiden name to assist us in finding the results. You will receive a response within 3 business days.

If the prospective staff person does have an active finger print on file they will need only to submit a consent form through ILEAD and will not need to complete a new finger print. A new consent form must be submitted each year and cannot be re-submitted until it has been over 9 months since the last submission. Make sure all fields are completed on the consent form and the information is accurate.

Juveniles should continue to submit their consent forms using the paper form and attach their juvenile report. This can be submitted to your consultant who will forward it to the background check unit.

### **For a staff person that has worked in child care within the last 180 days:**

If you are hiring an employee that indicates that have worked in a child care in the last 180 days, it may not be necessary to complete a new background check. In order to determine if the individual who has worked at a childcare facility in the last 180 days needs to submit a new consent or be fingerprinted, email the qualification mailbox ([qualification.review@fssa.in.gov](mailto:qualification.review@fssa.in.gov)) providing the caregiver's name, date of birth, last 4 of the SSN and previous childcare employer. The qualification review team will research the need for a fingerprint and/or consent. You will receive a response from the background unit within 3 business days letting you know if a new consent or fingerprint will be needed and the date of the last qualification.

If the caregiver was qualified and worked at the facility in the last 180 days no background check will be necessary as the information can be copied from the previous consent as long as the previous qualification is not expiring in the next 60 days. If the previous qualification is expiring in 60 days or less a new consent will need to be submitted. Please note copied consent's do not change the date of the previous qualification.

### **For existing staff at your child care you should take the following steps:**

There are two items to remember for existing staff, a new fingerprint must be submitted every three years and a consent form must be submitted annually. When the employee previously scheduled an appointment for fingerprinting, they would have been provided a receipt upon completion. This receipt contains a transaction number and the completion date that the fingerprint will expire which is 3 years from this date. Retention of this receipt makes it easier to know when the fingerprint expires and make it easier to find the employees fingerprint in the system.

If you need assistance in determining if the fingerprint has expired, contact the background check unit at [qualification.review@fssa.in.gov](mailto:qualification.review@fssa.in.gov). Provide the employees name, date of birth and the last 4 numbers of the Social Security Number (SSN). Be sure to include any possible names it could be under such as maiden name to assist us in finding the results. You will receive a response within 3 business days.

If the staff person does have an active fingerprint on file they will need only to submit a consent form through ILEAD and will not need to complete a new finger print.

If the fingerprint has expired, the staff person will need to complete a fingerprint appointment prior to submitting a consent form. After completion of the fingerprinting process the employee will receive a receipt. Please retain this receipt for future reference.

Once you have determined a valid fingerprint exists, it is time for the employee to submit the consent form. A new consent form must be submitted each year and cannot be re-submitted until it has been over 9 months since the last submission. Make sure all fields are completed on the consent form and the information is accurate.

Juveniles should continue to submit their consent forms using the paper form and attach their juvenile report. This can be submitted to your consultant who will forward it to the background check unit.

### **During the Consent Form Process**

The administrator may receive an email stating that this person is in provisional status and is allowed to work under the supervision of a qualified individual. This is not a reason for alarm. Provisional means that the caregiver has had a clear criminal history check but other checks (sex offender, child abuse and neglect) have not been completed. Once the other checks are completed, and no disqualifying events have been found, a qualified letter will be sent. The entire process will be completed in 45 days or less. The provider administrator can check the I-Lead portal dashboard to check the status of the consent form for each individual. When the status shows qualified the individual no longer requires supervision.

If there is a disqualifying event found the caregiver in any of the 3 records reviewed, a Disqualified letter will be sent to the Provider and the Caregiver. The provider will have 10 days to respond to the Office of Early Childhood and Out of School Learning on how they plan to comply with the law regarding the disqualified caregiver. This response should be sent to [qualification.review@fssa.in.gov](mailto:qualification.review@fssa.in.gov).

Please also direct any questions to [qualification.review@fssa.in.gov](mailto:qualification.review@fssa.in.gov). Your email will be answered within 3 business days.



*Additional information can be found [here](#) regarding the background check process.*

