

## Background Check Requirements for Pandemic Child Care Centers

The following is additional information for complying with the background check requirements of pandemic child care centers pursuant to rule 5101:2-12-02.1 of the Ohio Administrative Code (OAC).

If the individual was employed in a licensed, certified or approved child care program prior to the issuance of the pandemic child care license:

- The individual does not have to submit a request in the Ohio Professional Registry (OPR) to have the checks sent to the pandemic child care center.
- The individual should bring a copy of either the JFS 01176 or JFS 01177 issued to the original program to have on file at the pandemic child care center. Once on file, the person can be left alone with children.

If the individual was not employed in a licensed, certified or approved child care program prior to the issuance of the pandemic child care license, they shall do the following within 7 calendar days of beginning employment:

- Submit a background check request in the OPR (<https://registry.occrra.org/>) by entering one of the two choices below in the "Use Text Box to Provide Any Additional Information for Processing" field.
  - Enter "Pandemic Child Care – no FBI/BCI prints submitted at WebCheck" or
  - Enter "Pandemic Child Care – FBI/BCI prints submitted on MM/DD/YYYY"
- Submit fingerprints pursuant to Section 5104.013 of the Ohio Revised Code at a WebCheck location for a BCI and FBI criminal check.\* Print instructions by going [here](#).
- ODJFS will review the results of the criminal records checks and complete the following checks before issuing a response:
  - National Sex Offender Registry
  - Ohio Sex Offender Registry
  - State Automated Child Welfare Information System (SACWIS) records
- Once approved, the individual will receive a notification in the OPR. This notification is to be printed and kept on file at the pandemic child care center. Once on file, the person can be left alone with children.

\*If the individual is unable to submit fingerprints because the WebCheck agency is closed, please note this in the person's file onsite. If noted, ODJFS will waive the fingerprint requirement for that person.

For additional program-specific questions, please contact the licensing specialist assigned to the pandemic child care center.