



## **School-Based Child Care Programs and Background Checks: Frequently Asked Questions**

Federal law requires all school-based child care staff and volunteers hired on or after September 25, 2019, to complete a background check through the Federal Bureau of Investigation and New York State registries that maintain arrest and criminal history.

The New York City Department of Health and Mental Hygiene (NYC Health Department) has an online background check form for submitting required documents for your staff and volunteers. The online form replaces what used to be called the “B Series” forms. We are no longer accepting background check request applications by email.

### **1. What happens after a request for background check is submitted?**

You will receive an email confirmation with a copy of the submitted form and an application number. Please retain this receipt for your records.

Once the background checks are completed, you will receive an email with a letter with the determination. The determination letter must be made available to the NYC Health Department upon request.

### **2. Who needs to complete background checks?**

Staff hired on or after September 25, 2019, are required to undergo the background check process.

### **3. Can new staff or volunteers work while waiting for the background check to be completed?**

Staff and volunteers who have submitted a request with all required documents can continue to work at their current program under line-of-sight supervision by fully cleared staff.

### **4. How will the school-based child care program be notified of the results of the background checks?**

Programs will be notified by email whether the staff or volunteer has been cleared to work. Make sure your program contact email address is current, and notify **your borough office** if it changes. Keep the notification letters on file; they must be made available to the NYC Health Department upon request.

**5. Can an individual challenge a decision that excludes them from working at a child care program due to a criminal history?**

Yes. If a person is not granted a background check approval, they can appeal the decision. The individual will be informed of this right and the appeal process in the decision letter.

For more information visit [nyc.gov/health/childcare](https://nyc.gov/health/childcare). If you have questions about the background check process, reach out to the NYC Health Department's Central Clearance Unit (CCU) at [CCU@health.nyc.gov](mailto:CCU@health.nyc.gov).