
Care 4 Kids Program




Program Operations TRANSMITTAL

Transmittal Number: C4K-OPS-19- 01

Date: September 18, 2019

To: Debra Johnson, Director
Office of Early Childhood (OEC)

From: Harriet Feldlaufer, Director of Early Care and Education 
Office of Early Childhood (OEC)

CC: Distribution List

Subject: **Background checks for Youth Camps receiving Care 4 Kids**

Program Issue: Federal law requires comprehensive background checks of all staff members at programs receiving Child Care Development Fund (CCDF) subsidies. In Connecticut, there is no current procedure in place to conduct background checks of staff members at camps receiving Care 4 Kids subsidy.

Background: The Child Care and Development Block Grant (CCDBG) Act of 2014 Pub. L. 113-186 and 45 CFR § 98.43 and Connecticut General Statutes Section 17b-749k require comprehensive background checks for programs which receive Care 4 Kids subsidy, including Youth Camps.

Directive: Effective September 30, 2019, all Youth Camps receiving Care 4 Kids subsidy are required to conduct comprehensive background checks of each staff member age 16 (sixteen) years of age and older who provides direct care for children in the Youth Camp, or has unsupervised access to children in the Youth Camp. Such comprehensive background checks must be conducted at least once every five years. In accordance with 45 CFR § 98.43, no new staff member is permitted to begin working with children in the Youth Camp receiving Care 4 Kids subsidy until the satisfactory clearance of a criminal background check through the OEC has been confirmed, and no new staff member may be unsupervised with children in the Youth Camp until the satisfactory clearance of a comprehensive background check through the OEC has been confirmed.

Procedure

Each Youth Camp receiving Care 4 Kids subsidy must ensure the following documentation is submitted to the OEC Legal Division by any means authorized by the OEC, including electronic submission when available, for each staff member meeting the above criteria;

1. Completed fingerprint card (Form DPS-125C)
2. Signed Authorization for Release of Information from Department of Children and Families form
3. Federal Bureau of Investigations Privacy Rights
4. Payment for fingerprint processing when applicable

Background check packets containing the above documents should be submitted electronically or mailed to:
Office of Early Childhood, Legal Division
450 Columbus Blvd. Suite 303
Hartford, CT 06103

A comprehensive background check shall include searches of the following:

- State criminal records in any state of residency for the past five years
- Abuse and neglect registry in any state of residency for the past five years
- Sex offender registry in any state of residency for the past five years
- FBI national criminal records
- National Crime Information Center National Sex Offender Registry

Questions concerning this transmittal can be referred to the Office of Early Childhood at 860-500-4466.

HF:ct