



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD



Connecticut Office of  
Early Childhood

Beth Bye  
Commissioner

DATE: September 30, 2021

TO: Licensed Child Care Centers and Group Child Care Homes

FROM: Beth Bye, Commissioner

RE: Coronavirus Memo #46  
Background Checks Update

The Office of Early Childhood (“OEC”) recognizes that many licensed child care centers and group child care homes have questions and concerns about Section 7 of [Public Act 21-172](#) and the change to the law effective October 1, 2021 related to background checks. This memo clarifies the requirements of Section 19a-80 (c) regarding background checks for prospective employees in child care centers and group child care homes and provides updates on current efforts underway at OEC to support child care programs to comply with these requirements. The OEC does not have the authority to waive or delay the implementation of these requirements.

**Effective October 1, 2021, each prospective employee being newly hired in a licensed child care center or group child care home must have clearance of the criminal portion of their background check confirmed by OEC before they may begin work in a position involving the care of or access to children.**

The [OEC Background Check Information System \(BCIS\)](#) is the way to confirm this information. A new status will be added to BCIS on October 1<sup>st</sup>. The “work supervised” status will confirm that the prospective employee has cleared a state or national criminal background check and may begin work supervised by staff with a current background check until the new employee’s status changes to “current” when all other components of their background check have been completed.

**If there are questions about a prospective employee’s status on the BCIS program roster, send an email to [OEC.BC@ct.gov](mailto:OEC.BC@ct.gov) or call 860-500-4466.** Child care programs will not be held responsible for OEC database errors as determined by OEC. Any such errors identified will be corrected when sufficient supporting documentation is provided or contained in OEC records.

**Current staff members** in each licensed child care center or group child care home must complete an OEC background check once every five years. BCIS also provides the background

Phone: (860) 500-4450 · Fax: (860) 326-0552  
450 Columbus Boulevard, Suite 302  
Hartford, Connecticut 06103  
[www.ct.gov/oec](http://www.ct.gov/oec)

*Affirmative Action/Equal Opportunity Employer*

check status for each current staff member on a program roster as well as when the next five year background check is due.

To complete an OEC background check, each current or prospective staff member must receive an invitation to create their account in BCIS from the relevant child care program. In BCIS individuals are able to submit required background check forms directly to OEC and indicate how their fingerprints will be submitted. For technical questions related to BCIS email [OECBCIS@ct.gov](mailto:OECBCIS@ct.gov).

The OEC is working with United Way of CT (2-1-1 Child Care), the Department of Emergency Services and Public Protection, and other partners to increase the availability of digital fingerprinting for child care purposes as much as possible. Fingerprinting through 2-1-1 Child Care is now scheduled directly in BCIS. [CT State Police Troops](#) and some local police departments also offer digital fingerprinting services. Contact troops or police departments in your area to learn more about their hours and policies for digital fingerprints. **The OEC strongly recommends digital fingerprints as paper fingerprint cards cause significant delays.**

Compliance with OEC background check requirements will be monitored during routine license inspections and, **as with all new licensing requirements, the OEC will support child care programs in accessing the needed resources to meet new requirements and correct any violations that are identified.**