

## RENEWAL LETTER FOR ACTIVE PROVIDERS WHO MUST COMPLY WITH THE FEDERAL CRIMINAL HISTORY CLEARANCE REQUIREMENT

DATE:

Dear Provider:

Thank you for your participation as a Relative/Neighbor (R/N) provider for the subsidized child care program. According to our records you continue to give care to a child enrolled in the subsidized child care program.

Upon application to be an R/N provider, you participated in CareCheck, the Department of Public Welfare's (DPW) process for reviewing Pennsylvania State Police criminal and child abuse histories. CareCheck requires criminal and child abuse clearances to be repeated every two years. Your Child Care Information Service (CCIS) will electronically request renewal of your Pennsylvania State Police and Child Abuse history clearances and a \$20 processing fee will be deducted from your next CCIS payment following your CareCheck renewal.

The Child Protective Services Law (CPSL) was amended in 2007 to require Federal criminal history checks in addition to Pennsylvania State Police and child abuse clearances. To comply with the Federal criminal history clearance requirement, your fingerprints must be scanned and sent to the Federal Bureau of Investigation (FBI). We will repeat the Federal criminal history clearance every two years.

Attached are instructions for how to register and complete the Federal criminal history clearance. Please note **there is a fee of \$33** for the fingerprint scan. This fee must be paid upfront prior to receiving the fingerprint scan and will not be reimbursed by the CCIS.

Your fingerprints will be sent directly to the Pennsylvania State Police and the FBI for comparison in their databases. The results will be sent to ChildLine for interpretation. ChildLine will then forward you a letter indicating your Federal criminal history clearance results. You must submit this letter to the CCIS immediately to ensure continued payment.

To continue to receive uninterrupted payment for your services, please complete your fingerprint scan and submit results to your CCIS **within 30 days** of the date on this letter. If you do not have your fingerprints scanned and results submitted to the CCIS timely, the CCIS may not be able to continue to pay you. If you do not submit your Federal criminal history clearance results timely, the CCIS will not renew your CareCheck clearances and you will have to reapply if you want to participate in the program at a later date. In the meantime, the child's parent will be required to find a new provider. If you have your fingerprints scanned at a later date, and reapply to participate in the subsidy program, the CCIS will begin to pay you on the verification date on your results letter; the CCIS will not pay for the days you gave care, but did not have an active agreement.

The Child Protective Services Law prohibits persons with certain criminal offenses and child abuse histories from caring for children. If your FBI, Pennsylvania State Police or child abuse clearances indicate that you have been convicted of one of these specific criminal offenses or committed an act of child abuse, the CCIS will end payment immediately and require the child's parent to find a new provider. We attached a flyer listing the types of criminal offenses that prohibit you from caring for children.

Please feel free to contact us with any questions. We look forward to continuing to work with you.

CCIS of \_\_\_\_\_