

INSTRUCTIONS FOR PROCESSING BACKGROUND CHECKS FOR OWNERS, ADMINISTRATORS OF CHILD CARE CENTERS/TYPE A HOMES AND ADULT RESIDENTS OF TYPE A HOMES

Direct Copy Instructions for: WebCheck® Agencies

Please follow these steps **ONLY** when processing criminal background records checks for Child Care Center and Type A Home owners/administrators **(must be the same person)** and Type A Home residents 18 years of age or older. If an individual is a child care worker or a Type B Home provider, the results should **NOT** be sent Direct Copy they need to be sent to the County Agency.

1. **Determine** if the individual meets the criteria above. If yes, proceed to Step 2; if no, proceed with electronic fingerprinting, but do not utilize the Direct Copy option.
2. **Obtain** and **ENTER** all personal information.
3. For the BCI Reason Fingerprinted, **CHOOSE** 5104.013 *"An Employee, Owner, Licensee, Administrator or Person Residing in a Type A or Type B Home, or an In-Home Aide."*
4. For the FBI Reason Fingerprinted, **CHOOSE** 5104.013 *"An Employee, Owner, Licensee, Administrator or Person Residing in a Type A or Type B Home, or an In-Home Aide."*
5. In the Direct Copy drop down list, **CHOOSE** *"Child Care Ctr/Type A-ODJFS."*
6. **CHECK** "This is a Mailto Transaction," **ENTER** the center or home address where a copy of the background checks will be mailed.
7. Conduct the electronic fingerprinting.

Instructions for: Center and Type A Home owners/administrators or Adult Residents, 18 years of age or older, of Type A Homes

BCI and FBI criminal background records checks for owner/administrators and adult residents of Type A Homes are sent electronically to the Ohio Department of Job and Family Services (ODJFS) Office of Family Assistance. Please follow these instructions to ensure accurate and timely processing of the records requests. **Be sure to use the correct reason for being fingerprinted, using an incorrect code could require reprinting and an additional fee.**

1. Go to the WebCheck® agency to obtain a BCI and FBI criminal background records check. Information for WebCheck® locations may be found at: <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>
2. When speaking with the WebCheck® agent, inform them you are a Child Care Center or Type A Home owner and/or administrator, or an adult resident of a Type A Home. **This process is NOT for child care staff members or employees; it is for owners/administrators or adult residents.** Use code **5104.013** *An Employee, Owner, Licensee, Administrator or Person Residing in a Type A or Type B Home, or an In-Home Aide.* Request the WebCheck® agent to choose **"Child Care Ctr/Type A-ODJFS"** from his or her Direct Copy list. You may also provide the agent with the Center/Type A Home mailing address to include the "Mailto Transaction" field. A copy of your records request will be sent to that address, and the electronic results will be provided directly to the ODJFS and your licensing specialist. Do not request that the results be mailed to your home address unless you are the administrator or adult resident of a Type A Home.
3. Complete the fingerprint process as directed by the WebCheck® agent.
4. The results of the criminal records checks must be reviewed and approved by the ODJFS prior to initial licensure, an administrator change, or the five-year updates required in the child care licensing rules.