

INSTRUCTIONS FOR PROCESSING BACKGROUND CHECKS FOR 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 and type A home residents 18 years of age or older.** If an individual is a child care worker or a type B certified county provider, the results should NOT be sent Direct Copy.

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 FBI Reason Fingerprinted, **CHOOSE** "*Child Daycare Center Owner, Licenses, or Administrator, Type A Daycare Home owner and persons 18 yrs old.*"
4. For the BCII Reason Fingerprinted, **CHOOSE** "*Responsible for care, custody, control of children.*"
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 of Type A Homes

BCII and FBI criminal background records checks for owner/administrators and adult residents of type A homes will now be sent electronically to the ODJFS Division of Child Care (ODJFS/DCC). Please follow these instructions to ensure accurate and timely processing of the records requests.

1. Go to the WebCheck agency to obtain a BCII and FBI criminal background records check. Information about the WebCheck locations that are available can be found at: <http://www.ohioattorneygeneral.gov/Services/Business/WebCheck>.
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.**
3. 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 then 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.
4. Complete the fingerprint process as directed by the WebCheck agent.
5. The results of the criminal record checks must be reviewed and approved by ODJFS prior to initial licensure, an administrator change or the four-year updates required in the child care licensing rules.