

## Instructions for Processing Background Checks for Child Care

### Direct Copy Instructions for: WebCheck® Agencies

1. **Obtain** and **ENTER** all personal information.
2. 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.”* This code is used for ODJFS regulated child care centers, type A homes, type B homes, in-home aides, registered day camps, approved day camps and ODE PFCC programs.
3. For the FBI Reason Fingerprinted, **CHOOSE** CCDBGA *“Child Care and Development Block Grant Act of 2014 employee, for ODJFS use only.”* This code is used for ODJFS regulated child care centers, type A homes, type B homes, in-home aides, approved day camps, and ODE PFCC programs. Day Camps that are only registered and not planning on becoming ODJFS approved will use reason code 5104.013.
4. In the Direct Copy drop down list, **CHOOSE** *“Child Care Ctr/Type A-ODJFS”* (this is for all program types). Registered day camps should **also** select *“Mail Copy”* in the Direct Copy drop down as registered day camps are required to have a copy of the results onsite.
5. Conduct the electronic fingerprinting.

### Instructions for: All owners, administrators, employees, child care staff members and residents of all child care programs including ODJFS regulated child care centers, type A homes, type B homes, in-home aides, registered day camps, approved day camps and ODE PFCC programs.

BCI and FBI criminal background records checks are sent electronically to the Ohio Department of Job and Family Services (ODJFS) Office of Family Assistance for all program types except registered day camps. Registered day camp results should be sent to the program administrator. 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 will require reprinting and an additional fee. Do NOT select the Head Start code (even if you work for a Head Start program) and do NOT select the Ohio Department of Education (ODE) code (even if you work for an ODE program).**

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>

## Instructions for Processing Background Checks for Child Care

2. **For all program types except registered day camps:** When speaking with the WebCheck® agent, inform them you are a child care provider, employee or resident. *For BCI, 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.” For FBI, use CCDBGA “Child Care and Development Block Grant Act of 2014 employee, for ODJFS use only.”* Request the WebCheck® agent to choose "**Child Care Ctr/Type A-ODJFS**" (this is for all program types) from his or her Direct Copy list. The electronic results will be provided directly to ODJFS.
3. **For registered day camps:** When speaking with the WebCheck® agent, inform them you are a child care provider, employee or resident. *For BCI and FBI, 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**" and "**Mail Copy**" from his or her Direct Copy list. The electronic results will be provided directly to ODJFS and the registered day camp administrator.
4. Complete the fingerprint process as directed by the WebCheck® agent.
5. **For all program types except registered day camps:** You must also complete the Request for a Background Check for Child Care. This request must be submitted electronically to ODJFS through the Ohio Professional Registry (OPR). Further instructions and OPR User Guides can be found here: <https://occrpa.org/our-resources-page/>.