

Background Check Process for Licensed, Certified, and Approved Child Care Applicants, Providers, and Programs

Updated October 2022

Background

Background check requirements are outlined in chapters 5101:2-12, 5101:2-13, 5101:2-14, and 5101:2-18 of the Ohio Administrative Code. Individuals are required to complete and submit a request for a background check and submit fingerprints according to the Ohio Bureau of Criminal Investigation (BCI) and Federal Bureau of Investigation (FBI) process and have the results sent direct copy to the Ohio Department of Job and Family Services (ODJFS) from the Webcheck agency.

ODJFS determines eligibility for continued ownership, employment, or residency by reviewing results from the following background check components:

- BCI
- National sex offender registry
- Child abuse and neglect; statewide automated child welfare information system (SACWIS)
- FBI
- State sex offender registry

Effective September 29, 2019 individuals must submit a request for a background check electronically in the Ohio Professional Registry (OPR). Individuals are still required to submit fingerprints according to the Ohio BCI and FBI process.

The JFS 01176 "Program Notification of Background Check Review for Child Care" from ODJFS is made available for programs to view electronically from their program dashboard, in the OPR. The JFS 01177 "Individual Notification of Background Check Review for Child Care" from ODJFS is made available for individuals to view electronically from their profile, in the OPR.

Programs are not permitted to create accounts and submit or sign the request for background check on behalf of the individual. Profiles must be owned and controlled by the individual staff member or employee or resident. All programs are required to link all their current employees to their program in the OPR.

Actions

The following individuals are required to have a background check:

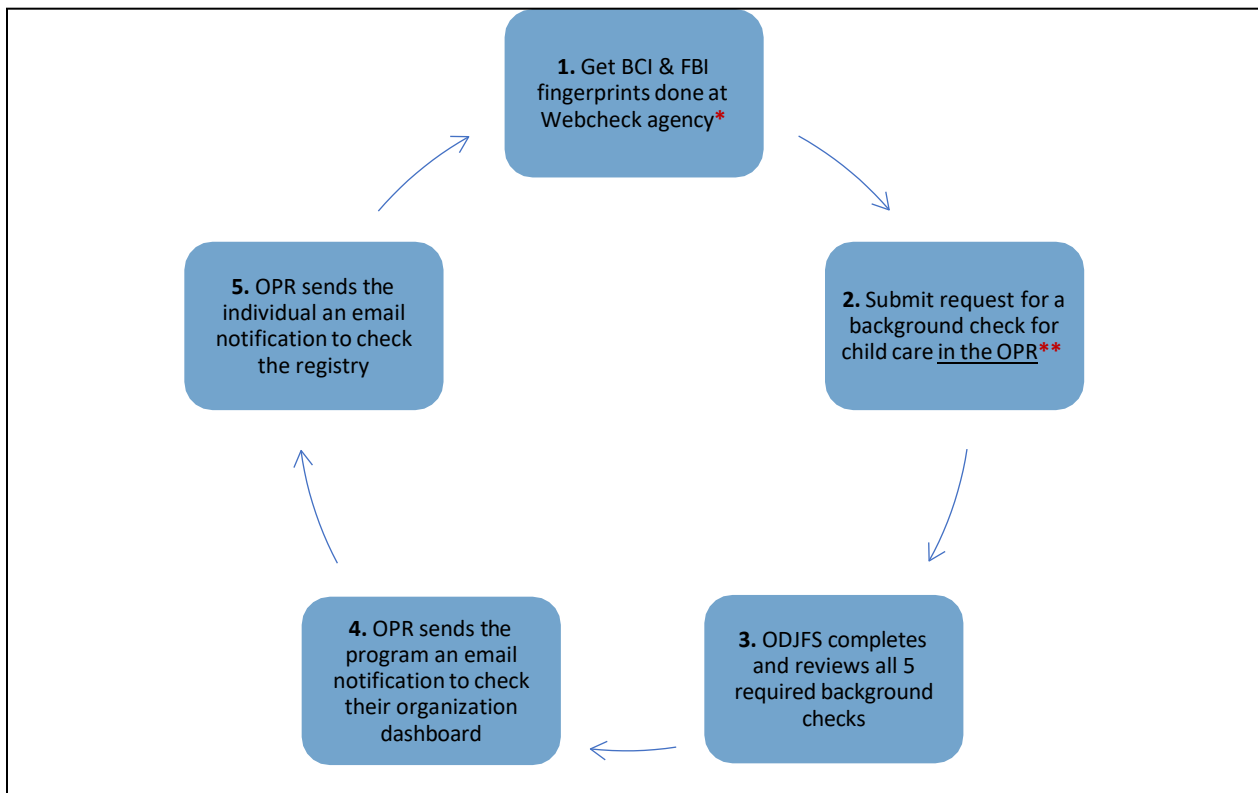
- Child care center owners, administrators, and applicants
- Licensed Family Child Care (FCC) programs and applicants
- Certified in-home aides and applicants
- Employees and child care staff members (CCSM) of an ODJFS licensed child care center or licensed FCC program
- Adult residents (age 18 and older) of a licensed FCC program

- Owners, administrators/directors and employees of an Ohio Department of Education (ODE) licensed program approved to provide Publicly Funded Child Care (PFCC)
- Administrators, employees and child day camp staff members of an approved child day camp approved to provide PFCC services

The county agency will receive a copy of the JFS 01176 for any individuals associated with FCC programs. ODE will receive a copy of the JFS 01176 for any individuals associated with ODE programs.

Process

All individuals must have a profile in the OPR. For every profile created, an Ohio Professional Identification Number (OPIN) is assigned. A person should only have one profile and one OPIN. Contact Ohio Child Care Resource and Referral Association (OCCRRA) staff at **1-877-547-6978, option 1** or email support@ocrra.org with any OPR log in issues and/or password resets.



*Refer to [Background Check Instructions 2022](#) for WebCheck instructions and locations.

**The individual requesting the background check must select the program(s) in section 2 of the background check request in the OPR for the program to receive notification of the individual's background check.

- ✓ Background checks must be completed (all steps are required) every 5 years from the date of the most recent BCI criminal records check or if there is a 6-month gap in child care employment.
- ✓ If an individual adds a program during the 5 years, they start at #2, as new fingerprints are not required.

Individuals who disagree with the ODJFS determination can complete a JFS 01178 “Request for Review of Background Check Decision for Child Care” to request a review of the decision.

Individuals who believe the information received by ODJFS is not accurate can contact the agency directly that provided the questionable information:

- Ohio Statewide Automated Child Welfare Information System (SACWIS)
Phone: 1-800-686-1580 option 3, then option 5
- Civilian Identification Department of the Bureau of Criminal Identification and Investigation (BCI & FBI)
Phone: 1-877-224-0043
- Ohio Attorney General’s Office (sex offender)
Phone: 1-866-406-4534

Frequently Asked Questions

1. What makes an individual ineligible?

The following criteria would make an individual ineligible:

- Having a conviction or guilty plea to a prohibitive offense and not meeting the standards for rehabilitation.
- Being registered or required to be registered on the national or state sex offender registry.
- Being identified as the perpetrator for a substantiated finding of child abuse or neglect in the previous ten years from the background check request date or if the individual has had a child removed from their home in the previous ten years.

Please note, the JFS 01177 “Individual Notification of Background Check Review for Child Care” will be mailed via the postal service when there is an ineligible determination made.

2. What happens when an individual submits a JFS 01178 to ODJFS?

If an individual requests a review of the background check decision, they are not to be on-site at the program or reside in the home during the ODJFS review process. The individual who made the request will be notified of the decision by ODJFS. If the individual is determined eligible for employment or residence, the program will receive an updated JFS 01176 and the individual will receive an updated JFS 01177. The individual may then be on-site at the program or reside in the home. The updated JFS 01176 shall be kept on-site by the program if not available in the OPR.

3. What if someone obtains an expungement for a prohibitive conviction?

The individual may want to submit new fingerprints with a new request for background checks in the OPR so that the updated results are sent to ODJFS.

4. What is preliminary approval?

- After the individual requests the background check in the OPR and submits fingerprints through a Webcheck location, the program and individual will receive notification of preliminary approval through the OPR.
- Until preliminary approval is received from ODJFS, an administrator, CCSM, child day camp staff member or employee cannot engage in any assigned duties or be near children.
- A CCSM or child day camp staff member with preliminary approval but no JFS 01176 on file at the program or in the OPR must not be left alone with children and must be supervised at all times by a CCSM or child day camp staff member with a JFS 01176 on file.
- Only a CCSM or child day camp staff member with a JFS 01176 on file at the program or in the OPR may be left alone with children.

Please reference the following letters for more information:

- Child Care Center Manual Transmittal Letter No. 17
- Family Child Care Manual Transmittal Letter No. 7

Helpful Tips

- Step #1 of the background check process should be completed prior to step #2. The request for a background check in the OPR should be completed after the BCI and FBI fingerprints are done at a Webcheck agency. Failure to complete either step in the background check process will cancel the request for a background check.
- Be aware that new individuals who have not lived in Ohio for the past 5 years take longer to process because other states are contacted for information.
- Adobe Acrobat is required for viewing ODJFS forms. Many individuals contact ODJFS stating that the forms are “blank.” Once the document is saved and printed, then the document shows as completed. Smart phones and other devices may not have the Adobe program for viewing the completed PDF form.
- If you have questions, please contact the Child Care Policy Help Desk at 1-877-302-2347, option 4. After the individual requests the background check in the OPR and submits fingerprints through a Webcheck location. The program and individual will receive notification of preliminary approval through the OPR.