

**From:** Holcombe, Rebecca [Rebecca.Holcombe@vermont.gov]  
**Sent:** Friday, August 05, 2016 6:18 PM  
**To:** Fowler, Amy; Murphy, Reeva; Pepper, James  
**Subject:** Re: Urgent Reminder for Prequalified Prekindergarten Education Programs Regarding Fingerprinting

Thank you, Reeva!  
Have a great weekend!

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On Fri, Aug 5, 2016 at 5:26 PM -0400, "Murphy, Reeva" <[Reeva.Murphy@vermont.gov](mailto:Reeva.Murphy@vermont.gov)> wrote:

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**From:** Mattison, Heather  
**Sent:** Friday, August 05, 2016 4:58 PM  
**To:** Schatz, Ken <Ken.Schatz@vermont.gov>; Vastine, Karen <Karen.Vastine@vermont.gov>; Benedict, Jennifer <Jennifer.Benedict@vermont.gov>; Murphy, Reeva <Reeva.Murphy@vermont.gov>; Smith, Shanna <Shanna.Smith@vermont.gov>  
**Subject:** FW: Urgent Reminder for Prequalified Prekindergarten Education Programs Regarding Fingerprinting

Hello

This email message just went out to all prequalified prek programs.

Thank you,

Heather Mattison  
Operations Administrator  
VT DCF Child Development Division  
NOB 1 North, 280 State Drive, Waterbury, VT 05671-1040  
802-241-0816 or 1-800-649-2642  
Fax: 802-241-0846  
[heather.mattison@state.vt.us](mailto:heather.mattison@state.vt.us)

News from the Division: We heard you! You asked for better communication about what is going on in the division, and we are working on responding to your needs. The first step we have taken is to develop an email group of updates and news. The new email group is open to anyone that would like to hear

from us. To join this email group and receive information go to <http://eepurl.com/nv5V1> or go to our website <http://dcf.vermont.gov/cdd> and click on the link on the right.

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**From:** VT DCF Child Development Division  
[\[mailto:heather.mattison=vermont.gov@mail233.wdc02.mcdlv.net\]](mailto:heather.mattison=vermont.gov@mail233.wdc02.mcdlv.net) **On Behalf Of** VT DCF Child Development Division  
**Sent:** Friday, August 05, 2016 4:54 PM  
**To:** Mattison, Heather <[Heather.Mattison@vermont.gov](mailto:Heather.Mattison@vermont.gov)>  
**Subject:** Urgent Reminder for Prequalified Prekindergarten Education Programs Regarding Fingerprinting

Urgent Reminder for Prequalified Prekindergarten Education Programs Regarding Fingerprinting

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## Urgent Reminder for Prequalified Prekindergarten Programs Regarding Fingerprinting

Thank you to the programs who have completed the census and record check authorization forms and sent them to CDD!

We have not received complete packets of record check authorization forms from the majority of prequalified prekindergarten programs.

- You must complete and send the census and record check authorization forms for all staff to CDD no later than August 19th.
- Delays in sending these forms and getting fingerprints taken may result in problems with payments for prekindergarten for private programs under Act 166 in September.
- If you are unable to comply please contact the division at 1-800-649-2642 and press 0.

Please complete and send to the division:

- [Record Check Census Form](#) - including all staff that work in your program, and
- A signed [Record Check Authorization Form](#) for every staff person in your program

When you receive the Fingerprint Authorization Certificate from the Division, it is critical that all are fingerprinted as soon as possible in order to reduce delays. A list of fingerprint identification centers is available on the Vermont Crime Information Center (VCIC) website: <http://vcic.vermont.gov/ch-information/record-checks/fingerprint-id-centers/contacts>

If you or your staff have trouble making timely fingerprinting appointments, please contact Shana Smith at [shanna.smith@vermont.gov](mailto:shanna.smith@vermont.gov) or Jennifer Benedict at [jennifer.benedict@vermont.gov](mailto:jennifer.benedict@vermont.gov)

We need to hear from you!

Help CDD and the Agency of Education ensure compliance with Act 166 fingerprint supported background checks before the start of the 2016-2017 school year. Please complete this short survey so we can check on the status of fingerprinting for all Prequalified Prekindergarten Education Programs and avoid payment problems for private programs. Please complete this survey: [https://www.surveymonkey.com/r/Prek\\_fingerprinting](https://www.surveymonkey.com/r/Prek_fingerprinting) about your staffs' fingerprinting background check status.

Thank you!

## Memorandum

To: Licensed and Registered Child Care Providers  
Prequalified Prekindergarten Education Programs

From: Child Development Division, Department for Children and Families

Subject: Record Checks and Implementation of NEW Fingerprinting Requirements

Date: July 22, 2016

Cc: Ken Schatz, Commissioner DCF, Hal Cohen, Secretary AHS, Rebecca Holcombe, Secretary AOE

In June 2016, revised child care licensing regulations were adopted for Family Child Care Homes and Center Based Child Care and Preschool Programs. One of the more significant changes, required by changes in federal law, is the requirement for certain child care staff to have fingerprint-supported background checks completed in order to work in child care and preschool programs. There is a similar state requirement for staff in Prequalified Prekindergarten Education Programs under Act 166 to undergo a fingerprint supported background check. AHS and AOE have worked closely together to establish a process that does not require individuals working in early care and learning programs to be fingerprinted twice from this point forward.

The Child Development Division (CDD) will be managing a fingerprint supported background check that will meet both child care regulatory requirements and Act 166 approval requirements.

In order to minimize the volume of individuals moving through the system, CDD will roll out the fingerprinting component of background checks gradually. Because of the urgency for Prequalified Prekindergarten Education Programs to have fingerprint-supported background checks completed for the 2016-2017 school year, CDD will begin implementation of the fingerprinting process for these programs only at this time.

Fingerprint-supported background checks are required for all staff in Prequalified Prekindergarten Education Programs (including public and private programs) ONLY at this time.

Staff in all other Family Child Care Homes and Center Based Child Care Programs will continue to use the current background check process which does NOT include fingerprinting until further notice. All staff are required to undergo background check clearances to work with children.

If you are a Prequalified Prekindergarten Education Program that submitted fingerprinting for background checks by early implementing local school districts in 2015, you will have to submit fingerprints again this year to CDD to meet licensing requirements. Our apologies.

If you are currently approved as a Prequalified Prekindergarten Education Program, or have submitted an application, please begin the following process immediately:

- Submit the [revised Record Check Authorization form](#) for any currently employed and new individuals who will be regularly present at the program. If your program has multiple sites, and staff who work in several of those sites you may use the [revised Multi-Site Record Check Authorization Form](#).
- CDD will determine who is required to be fingerprinted based on the identified role of the individual, as indicated on the individual's Record Check Authorization form
- Programs will be mailed Fingerprinting Authorization Certificates for individuals who are required to be fingerprinted. This certificate will be required for fingerprints to be processed at one of the specified

Identification Centers (a list of statewide ID centers is enclosed with Fingerprint Authorization Certificate packet)

- At an appropriate ID center, individuals will be required to pay a fingerprinting fee at the time of fingerprinting; CDD will cover the processing fee for the Vermont Crime Information Center (VCIC)
- All fingerprinting results will be returned directly to CDD and processed according to regulations (see link below)
- Programs will receive from CDD as to whether individuals meet CDD regulations or if an individual is considered prohibited from work in child care and preschool programs
- Individuals working in Prequalified Prekindergarten Education Programs will not be required to undergo additional fingerprinting to meet AOE requirements. CDD will verify that fingerprint supported background checks have been completed
- While new regulations state that results will be returned within 45 days, CDD is aware of the burden such an increase puts upon VCIC and is prepared to waive this time restriction until further notice.

There are a lot of staff needing fingerprinting and background checks at this time so please begin the process as soon as possible in order to have it completed for the start of the school year.

For full review of the Background Check process as stated in the new regulations, please refer to Section 7.2 of Child Care Licensing Regulations: Center Based Child Care and Preschool Programs

at [http://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/CBCCPP\\_Regulations\\_FINAL.pdf](http://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/CBCCPP_Regulations_FINAL.pdf)

Of Section 7.2 of Child Care Licensing Regulations: Registered and Licensed Family Child Care Homes at

[http://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/FCCH\\_Final.pdf](http://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/FCCH_Final.pdf)

Please direct any questions about this memo or the process to Shanna Smith at [Shanna.Smith@vermont.gov](mailto:Shanna.Smith@vermont.gov)

CDD will continue to collaborate with state agency partners to fully implement the fingerprinting process for all other providers in 2017. We appreciate your patience and cooperation.

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