

From: Wisdom, Leslie [Leslie.Wisdom@vermont.gov]
Sent: Friday, August 19, 2016 3:50 PM
To: Cohen, Hal; Sullivan, Allan; Pepper, James
Subject: FW: Update and New Information on Fingerprinting for Prequalified Prekindergarten Programs!

FYI

Leslie Wisdom
General Counsel
Department for Children and Families
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From: Benedict, Jennifer
Sent: Friday, August 19, 2016 3:45 PM
To: Wisdom, Leslie <Leslie.Wisdom@vermont.gov>; Schatz, Ken <Ken.Schatz@vermont.gov>
Subject: FW: Update and New Information on Fingerprinting for Prequalified Prekindergarten Programs!

FYI, provider memo has been sent.

Jen Benedict, Director
Child Care Licensing & Financial Assistance Program
DCF – Child Development Division

(c) 802-224-6236

From: Mattison, Heather
Sent: Friday, August 19, 2016 3:12 PM
To: Benedict, Jennifer <Jennifer.Benedict@vermont.gov>
Subject: FW: Update and New Information on Fingerprinting for Prequalified Prekindergarten Programs!

Here is what went to prequalified prek programs 5 minutes ago

Thanks

Heather Mattison
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VT DCF Child Development Division
NOB 1 North, 280 State Drive, Waterbury, VT 05671-1040
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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.

From: VT DCF Child Development Division

[<mailto:heather.mattison@vermont.gov@mail241.atl81.rsgsv.net>] **On Behalf Of** VT DCF Child Development Division

Sent: Friday, August 19, 2016 3:10 PM

To: Mattison, Heather <Heather.Mattison@vermont.gov>

Subject: Update and New Information on Fingerprinting for Prequalified Prekindergarten Programs!

Update and New Information on Record Checks and
Implementation of New Fingerprinting Requirements

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MEMORANDUM

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

From: Child Development Division, Department for Children and Families

Subject: UPDATE and NEW INFORMATION on Records Checks and Implementation of New Fingerprinting Requirements to Prepare for Beginning of Academic Pre-K School Year

Date: August 19, 2016

CC: Ken Schatz, Commissioner of Department for Children and Families

Hal Cohen, Secretary of Human Services

Rebecca Holcombe, Secretary of Education

We are writing with an important update and new information on the fingerprint record check process for Pre-K providers. This memorandum provides the most up to date information on fingerprinting that should be followed.

- If you have been fingerprint cleared for Act 166 Pre-K by school districts either last year or this year, you do not need to get fingerprinted again at this time.
- We have heard that there are challenges getting appointments at fingerprint identification centers. We are working with law enforcement to expedite this process, including requesting extended appointment hours.
- In order to comply with background check provisions in the education law and receive Act 166 funds, staff working in the Pre-K program must be fingerprint cleared before having unsupervised contact with children. This means that any Pre-K staff whose fingerprint clearances are pending must be supervised until cleared.

If you plan to provide Act 166 Pre-K and have Pre-K staff who have not yet been fingerprint cleared, it is urgent that you complete and send to CDD as soon as possible:

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

When you receive the Fingerprint Authorization Certificate from CDD, it is critical that all Pre-K staff are fingerprinted as soon as possible. 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>



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