



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
PO BOX 716
TRENTON, NJ 08625-0716

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CAROLE JOHNSON
Commissioner

NATASHA JOHNSON
Assistant Commissioner

DIVISION OF FAMILY DEVELOPMENT INFORMATIONAL TRANSMITTAL	
DATE:	NOVEMBER 22, 2019
SUBJECT:	FEDERAL AND STATE CRIMINAL BACKGROUND CHECK REQUIREMENTS FOR FAMILY AND APPROVED HOME CHILD CARE PROVIDERS
IT NO.:	19-31

The purpose of this Informational Transmittal is to instruct all Child Care Resource and Referral (CCR&R) Agencies to disseminate the following notices on the Federal and State criminal background check requirements, to all Family and Approved Home Child Care Providers, **effective immediately**:

- Letter template
- Overview of Criminal Background Checks

Division of Family Development Child Care Specialists will provide additional information and technical assistance, so that the CCR&Rs may respond appropriately to all Family and Approved Home Child Care Provider inquiries.

Thank you for your anticipated cooperation.

Sincerely,

Natasha Johnson
Natasha Johnson
Assistant Commissioner

NJ:TT:MM:MP

CRIMINAL BACKGROUND CHECKS FOR REGISTERED FAMILY CHILD CARE PROVIDERS AND APPROVED HOMES

A COMPREHENSIVE CRIMINAL BACKGROUND CHECK INCLUDES:

- Criminal History Record Information (CHRI) Fingerprint check;
- State and National Sex Offender Register Check; and
- Child Abuse Record Information (CARI) Check (staff ages 14 and older will be required to undergo the CARI check).

There is no cost to you for any of these checks.

WHO MUST HAVE A COMPREHENSIVE CRIMINAL BACKGROUND CHECK?



Anyone who is 18 years of age or older and involved in a child's care or supervision or who may have unsupervised access to children. This includes anyone who lives in a registered or approved family child care home.

Criminal background checks are required even if you do not accept child care subsidy funds.

DISQUALIFYING CRIMES AND INELIGIBILITY FOR CHILD CARE SUBSIDY FUNDING

You may lose your registered family child care or approved home status and be ineligible for child care subsidy funding if you, or anyone mentioned above:

- Refuse to consent to the criminal background;
- Knowingly makes a false statement;
- Are registered, or are required to be registered, on a state sex offender registry or repository or the National Sex Offender Registry;
- Have been convicted of a felony, including the following crimes: murder, child abuse or neglect, crimes against children including child pornography, spousal abuse, crime involving rape or sexual assault, kidnapping, arson, physical assault or battery, or drug-related offenses committed during the preceding 5 years; or
- Have been convicted of a violent misdemeanor committed as an adult against a child, including the following crimes: child abuse, child endangerment, sexual assault, or of a misdemeanor involving child pornography.

FOR MORE INFORMATION, VISIT WWW.CHILDCARENJ.GOV