

Questions and Answers Child Care Licensing Background Checks – Fingerprint Renewals

1. What is DHHS checking when I give consent for a background check?
ANSWER: Nebraska State Patrol is checking FBI and state fingerprint based criminal records, the State of Nebraska sex offender registry, and the national sex offender registry

2. When should staff, substitutes and volunteers start the renewal fingerprint process?
ANSWER: Staff, substitutes and volunteers should plan to start the fingerprint renewal process at least 90 days before the five-year mark for their current fingerprint background check.

3. Will the Department send renewal notices to childcare staff and/or providers?
ANSWER: Yes, the Department is planning to send renewal notices to childcare providers 90 days before an individual's current fingerprint background check hits the five year mark.

4. Will the Department pay for the renewal fingerprint and background check?
ANSWER: Possibly. Currently, the Department is paying the Nebraska State Patrol \$45.25 for fingerprint processing until April 30, 2024.

5. Do childcare staff, substitutes and volunteers need to have their fingerprints retaken?
ANSWER: Yes, all child care staff, substitutes and volunteers must have their fingerprints retaken as part of the renewal process.

6. May staff continue to work while going through the fingerprint renewal process?
ANSWER: Yes, as long as the staff member's fingerprints were taken within the last five years. If a staff member's fingerprint-based background check is not complete at the 5 year mark, the staff member will be unable to work until the background check is complete.

7. Does an individual need to send in a new application as part of the fingerprint renewal process?
ANSWER: Yes, an individual needs to send in a new application as part of the fingerprint renewal process.

8. Does this renewal process apply to individuals who substitute or volunteer in a child care program?
ANSWER: Yes. A substitute is considered a child care staff member and must complete the fingerprint renewal process/ A volunteer who cares for, supervises, or has unsupervised access to children in a child care program must complete the fingerprint renewal process. A parent volunteer does not need to complete the fingerprinting process.

9. What happens if a staff member, substitute or volunteer does not complete the fingerprint background check before the 5 year mark?
ANSWER: Any staff member, substitute, or volunteer who does not complete the fingerprint background check renewal process before the 5 year mark will not be able to work in child care until the fingerprint background check process is complete.

10. Where can an individual go to complete the fingerprinting process?
ANSWER: A list of sites can be found by going to the Nebraska State Patrol Website and clicking

on the document called “Public LiveScan Locations” located at the following link: https://statepatrol.nebraska.gov/sites/default/files/public_livescan_list_0.pdf.

11. If an individual gets their fingerprints taken at a location OTHER THAN THOSE LISTED AT https://statepatrol.nebraska.gov/sites/default/files/public_livescan_list_0.pdf, what do they need to do?

ANSWER: If you complete the process at a location OTHER THAN THOSE LISTED AT https://statepatrol.nebraska.gov/sites/default/files/public_livescan_list_0.pdf, you may need to pay an additional fee for this service and will be given a “fingerprint card” which you will need to submit to:

Nebraska State Patrol
Criminal Identification Division
4600 Innovation Drive
Lincoln, NE 68521

12. How long will it take to be notified whether the individual remains eligible or is now ineligible for employment in a child care program once the individual has submitted their fingerprints?

ANSWER: The typical turnaround time is 7-10 business days for Nebraska State Patrol to receive the FBI fingerprint criminal background check results, but can take up to 45 days. DHHS Public Health Children’s Services Licensing receives the results and will determine if an individual is eligible or ineligible. Eligibility and ineligibility letters are typically sent to the individual and the provider within 2 business days. If additional out-of-state information is needed to determine someone’s eligibility, the eligibility or ineligibility letter will be sent after those results are received.

13. What happens once an individual completes the Fingerprint renewal process and is determined eligible to continue to work in child care?

ANSWER: Once an individual is determined eligible, the person may continue to work in child care. The individual will again need to complete the renewal process in five years, or when otherwise required by state or federal law.

14. What happens if an individual was previously eligible but is now ineligible to work in child care?

ANSWER: In this instance, the individual was determined ineligible because DHHS received information that the individual was convicted of a disqualifying crime listed in the child care licensing regulations 391 NAC Chapters 1-5. Typically, this is determined because Nebraska State Patrol sends alerts when someone who fingerprinted for a licensed child care program was arrested. This individual is no longer eligible to work in child care and must cease employment immediately.

15. Does the requirement for renewing fingerprints apply to non-profit child care programs such as those attached to a 501C church? Is there a different fee schedule/cost for Non-Profit providers?

ANSWER: If the child care program is licensed, then YES, background checks/fingerprints must be renewed every 5 years, regardless of non-profit status.

16. We have existing staff members that have been fingerprinted for various things like: teaching licenses, Child Care Aware military funding use, obtaining concealed carry permits, foster

parenting, etc. after they completed their child care fingerprint based background check. Do they still need to renew their fingerprints?

ANSWER: YES. The FBI has specific guidelines that prohibit National Criminal History Check Fingerprint results from being shared for multiple purposes. Individuals will need to be fingerprinted specifically for the purpose of licensed child care.