

Rhonda Prodzinski

Authorized Signature

Number: SS-IM-09-040

Issue Date: 07/15/2009

Topic: Child Care

Subject: Background Check/Listing Process

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: Due to changes in the Child Care Provider Listing form ([DHS 7494](#)) the Background Check Unit (BCU), formerly known as the Criminal Records Unit, will send the attached [letter](#) with the new listing form and a self-addressed, stamped envelope to providers who are currently awaiting a background check. It is estimated, there are approximately 2,000 providers who will receive the new form. This will ensure BCU has the most current information to perform the check and will reduce returns for additional information.

One of the changes on the form includes the requirement that a provider certified to do foster care submits a written approval from their certifier to do child care. While the requirement is not a new one, providers must now submit the approval up front.

Providers who do not return the completed form within 15 days will be placed in “failed” status and will be unable to be paid as a child care provider by DHS until the form is returned.

If you have any questions about this information, contact:

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