

RECORD CHECK PROCESS FOR LICENSED CHILD CARE CENTERS

- 109.6(6)b. *Authorization.* A requesting entity shall request a record check evaluation prior to the employment of a person subject to record checks. The person subject to record checks shall complete the DHS criminal history record check form and any other forms required by the department of public safety to authorize the release of records.
- 109.6(6)c. Iowa records checks. Checks and evaluations of Iowa child abuse and criminal records, including the sex offender registry, shall be completed before the person's involvement with child care at the center. Iowa records checks shall be repeated at a minimum of every two years and when the department or the center becomes aware of any possible transgressions.
 - 1) The child care center may access the single-contact repository (SING) as necessary to conduct a criminal and child abuse record check of the person in Iowa. If the results of the check indicate a potential transgression, the center shall send a copy of the results to the department for determination of whether or not the person may be involved with child care, regardless of the person's status with the center.
- 109.6(6)d. National criminal history checks. National criminal history checks based on fingerprints are required for all persons subject to record checks under this subrule effective with a center's initial licensure or relicensure on or after June 1, 2010. The national criminal history check shall be repeated for each person every four years and when the department or center becomes aware of any new transgressions committed by that person in another state. Employee must sign a new waiver agreement for the four-year recheck.
 - 1) The child care center is responsible for obtaining the fingerprints of all persons subject to record checks. Fingerprints may be taken by law enforcement agencies, by agencies or companies that specialize in taking fingerprints, or by center staff or subcontractors who have received appropriate training in the taking of fingerprints.
 - 2) If the results of the Iowa records checks do not warrant prohibition of the person's involvement with child care or otherwise present protective concerns, the person may be involved with child care on a provisional basis until the national criminal history check and evaluation have been completed.
 - 3) The child care center shall provide fingerprints to the department of public safety no later than 30 days after the subject's approval for employment at the center. The center shall submit the fingerprints on forms or in a manner allowed by the department of public safety.

ATTACHMENTS - print from website

- 1) Authorization for Release of Child & Dependent Adult Abuse Information, (form 470-3301)
- 2) Record Check Evaluation instructions if any transgression is found

CONTACT INFORMATION

SING ACCOUNT SET-UP/INSTRUCTIONS/LOGON RECOVERY

Phone (515) 281-5503, Email: OCIO.SING@iowa.gov

Website: <https://ocio.iowa.gov/digital-citizens/apps-licensing>

SING/FINGERPRINT ACCOUNT and RESULTS QUESTIONS, TO ORDER FINGERPRINT CARDS

Phone (515) 725-6066, Email: dciaccounts@dps.state.ia.us

RECORD CHECK EVALUATIONS

Phone 515-362-7420, Email: recordcheckevals@dhs.state.ia.us (Send questions without attachments)

Processing date: <http://dhs.iowa.gov/record-check-evaluations/processing-date>

Attached is the RECORD CHECK EVALUATION PROCESS if any transgression is found in the SING check or the national fingerprint check. Please review and save the information so that you will have it for future reference.

If a SING check indicates further research is needed, your next step depends on in which section that message appeared.

1) ***If further research is indicated of the criminal history (CRM)***, you need to wait until that research is completed by DCI. After a few days, go into the SING history to see if there is in fact a criminal history. If it says “NO CCH record found” then print that page and you need to do nothing further. If you do receive criminal results from DCI, follow the evaluation instructions attached.

2) ***If further research is indicated of the child abuse registry (CHI)***, you need to go ahead and have the individual complete the evaluation form and send all required documents to the record check evaluation team as specified in the attachment.

3) ***If further research is indicated of the dependent adult abuse registry (DAR)***, you need to submit the request form to DHS (included in the attachment), and you will receive information back as to whether the individual needs to complete an evaluation form.

You are responsible for having applicants complete the evaluation forms and sending a complete evaluation packet including the additional documents listed in the “Packet Material Checklist”.

For fingerprint cards, a current billing form, and any questions related to the fingerprint check process, contact Division of Criminal Investigation at 515-725-6066, dciaaccounts@dps.state.ia.us.