



Staff and Volunteer Background Review Procedure

INSTRUCTIONS



Submit



Maintain
On-Site

- *PRINT* clearly
- You can choose to use this form to meet this requirement, or submit an alternative.

Applicant Name: Christina Shaffer	School-Age Child Care Center Name:
Facility ID Number: <u>849051</u>	Date:

This form may be used to meet the regulatory requirement to submit to the Office a description of the procedure used to review and evaluate the background information supplied by applicants for employment and volunteer positions. You can choose to use this form or an acceptable alternative. A copy of this form must also be kept on file.

Applicants to this program whose backgrounds must be checked will be required to submit the following:

- A statement or summary of the applicant's employment history including, but not limited to, any relevant child-caring experience. See OCFS-6002 Form
- A copy of the education qualifications necessary for their position, including degrees and transcripts. See OCFS-6002 Form. This is not required for applicants to volunteer at the child care program.
- The names, addresses and day time telephone numbers of at least three acceptable references, other than relatives, at least one of whom can verify employment history and at least one of whom can attest to the applicant's character. See OCFS-6003 Form
- A sworn statement by the applicant indicating whether, to the best of their knowledge, such applicant has ever been convicted of misdemeanor or felony in NYS or any other jurisdiction and fingerprint images as required to comply with the criminal history review requirements. See OCFS-6005 Form
- The information necessary to determine whether the applicant is the subject of an indicated report of child abuse and maltreatment. See LDSS-3370 Form
- The information needed to determine whether the applicant is listed on the register of substantiated category one cases of abuse or neglect maintained by the Justice Center for the Protection of Persons with Special Needs. See OCFS-6022 Form
- A satisfactory medical statement prior to being allowed work or volunteer in the program. See OCFS-6004 Form
- Other _____

The program will review and evaluate the background information for applicants in the following ways:

- ☒ Verify information on all required documents listed above.
- ☒ Complete clearances, review and retain results on file.
- ☐ Other _____

If applicable, attach any additional information regarding your procedures.

ALL REQUIRED DOCUMENTS MUST BE KEPT ON FILE AND AVAILABLE FOR

REVIEW. Valuable information is available from your local child care resource and referral agency and on the OCFS website: ocfs.ny.gov. The required forms for Staff and Volunteers are listed on OCFS-6000 Form.