

Mercer County Head Start Policies and Procedures

P/P Topic:	Background checks	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	
Subpart:	<i>I. Human Resources</i>	Last Reviewed Date:	
Section Title(s):	1302.90	Implementation Responsibility:	Management
Related Performance Standard(s):	1302.90(b)	Monitoring Responsibility:	Director, Board of Education Policy Council

(A) Policy	<p>(b) Background checks and selection procedures.</p> <p>(3) A program must review the information found in each employment application and complete background check including any arrest, pending criminal charge, or conviction and must use Child Care and Development Fund (CCDF) disqualification factors described in 42 U.S.C. 9858f (C)(1)(D) and 42 U.S.C. 9858(h)(1) or tribal disqualification factors to determine whether the prospective employee can be hired or the current employee must be terminated.</p> <p>(4) A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the complete background check process described in paragraphs (b)(1) through (3) of this section is complete.</p> <p>(5) A program must conduct the complete background check for each employee, consultant, or contractor at least once every 5 years which must include each of the four checks listed in paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section, unless the program can demonstrate to the responsible HHS official that it has a more stringent system in place that will ensure child safety.</p>
(B) Responsibility	Managers
(C) Procedure	<p>No employee, contractor, or consultant is permitted access to children without the 5 completed background checks.</p> <p>When background checks are returned to CCS Head Start for review, if there are any incidents that violate the above-mentioned codes or possible more stringent guidelines outlined by the licensing agent, the potential employee / consultant / contractor will NOT be hired.</p> <p>When the background checks are returned to CCS Head Start for review of current employees, if there are any incidents that violate above-mentioned codes or guidelines outlined by the licensing agent, the current employee will be suspended immediately,</p>

	pending termination.
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(A) Policy	<p>(b) Background checks and selection procedures.</p> <p>(1) Before a person is hired, directly or through contract, including transportation staff and contractors, a program must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:</p> <p>(i) State or tribal criminal history records, including fingerprint checks or,</p> <p>(ii) Federal Bureau of Investigation criminal history records, including fingerprint checks.</p> <p>(2) A program has 90 days after an employee is hired to complete the background check process by obtaining:</p> <p>(i) Whichever check listed in paragraph (b)(1) of this section was not obtained prior to the date of hire; and,</p> <p>(ii) Child abuse and neglect state registry check, if available.</p>
(B) Responsibility	Managers
(C) Procedure	<p>After all interviews are completed and a candidate is selected as a potential employee, the hiring manager will contact the candidate and inform them that background checks must be completed prior to hire.</p> <p>These background checks include:</p> <ul style="list-style-type: none"> • FBI • BCII • Sex offender (Ohio and National) • Child Abuse registry <p>The candidate will be informed to have fingerprints completed at the Mercer County ESC facility with instructions for both FBI & BCII. CCS Head Start will reimburse background checks completed through MCEC only.</p> <p>The sex offender registry check is included with the FBI & BCII check.</p> <p>The candidate will be provided the <u>Request for a Search of Ohio's</u></p>

	<p><u>Central Registry on Child Abuse and Neglect</u> for completion and submission.</p> <p>Once all background checks are received (without findings), the candidate is eligible for hire.</p>
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