

Background Checks

- “Background Checks” refers to the following: [1] Sworn Disclosure Statement, [2] Child Protective Services (“CPS”) check, and [3] Criminal Record Check.
 - If a person leaves a facility and the background checks are LESS than 91 days old, the person must be permitted to take the report(s) with him. The facility must keep a copy of the report and write on it that it is a copy and the original of any report was verified.
 - An employee or volunteer must be DENIED continued employment or volunteer service if the original background checks are not received within 30 days of employment or volunteer service. No violation will occur and employee may continue to work, live, etc. in the family day home if the facility has documentation that the request was submitted within seven calendar days of the person being employed or volunteering, but the report was not returned within 30 calendar days.
 - All background checks must be kept **locked up**.
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SWORN DISCLOSURE STATEMENT

Family Day Homes (FDH) – for the provider, assistants, substitutes, and household members 18+ years of age.
Child Day Centers (CDC) – for all staff 18+ years of age.

- Go to www.dss.virginia.gov
 - Click “Forms and Applications”
 - Click whichever program applies: “Child Family Day Homes (FDH)” or “Child Day Centers (CDC)”
 - Click “Sworn Statement and Affirmation” and print.
 - **Sworn Statements are valid for three years.** This form does NOT get mailed out – it is maintained on file.
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CHILD PROTECTIVE SERVICES (CPS) CHECK

Family Day Homes (FDH) – for the provider, assistants, substitutes, & household members 14+ years of age.
Child Day Centers (CDC) – for all staff 14+ years of age.

- Go to www.dss.virginia.gov
 - Click “Forms and Applications”
 - Under the “Children” heading, click “Child Protective Services (CPS)”
 - Select “Request for Search of the Central Registry...” and print out the form
 - Follow the instructions on the form – “Mail Reply To” section should indicate YOUR name and address
 - Remember to notarize it and **MAKE A COPY OF IT** before mailing
 - To check status of background check: call 804-726-7567
 - **Results for CPS background checks are valid for three years**
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CRIMINAL BACKGROUND CHECK

Family Day Homes (FDH) – for the provider, assistants, substitutes, & household members 18+ years of age.
Child Day Centers (CDC) – for all staff 18+ years of age.

- Go to www.vsp.state.va.us
- Click “Forms and Publications”
- Look for heading “Criminal History/Background” – click the “recommended method” (a red arrow points to it!)
 - Family Day Homes (FDH): Choose form **SP167** for the Provider (needs to be notarized) –AND– form **SP230** for assistants, substitutes, and household members (does not need to be notarized).
 - Child Day Centers (CDC): choose form SP230 for all staff.
- Read the instructions and complete the form – remember to select the \$15 search
- The “Mail Reply To” section should indicate YOUR name and address
- Click on “Click here to Validate”
- If everything was completed successfully, you will see “Validation Successful” – read the next set of instructions
- Once you finished reading, click “Click here to review completed form to be printed”
- Once done, the form will open and you must PRINT;
- Sign the appropriate places on the form and **SIGN FOR YOUR CREDIT CARD**
- **MAKE A COPY** of the request(s) before mailing.
- To check status of a background check: email Stanley.Taylor@vsp.virginia.gov
- **Results for criminal background checks are valid for three years**

Physical Forms:

<http://www.vahealth.org/childadolescenthealth/>

scroll to
“New School Health Form”

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