



Military Provider Background Check Guide

West Virginia

Purpose

This guide has been created to assist child care providers in meeting all requirements necessary to remain eligible for the military fee assistance programs. All West Virginia providers receiving fee assistance for serving U.S. Navy and U.S. Air Force families are required to have completed an Advanced FBI Fingerprint check. This includes all employees working in the center or facility when children are present and all adults (Provider and anyone 18 years of age and older) residing for 30 days or more in the family child care home, or working in the family child care home. This guide has been created to assist in the process of acquiring the FBI check for you and your staff.

Step 1 – Sign and Submit the Updated ULA

Child Care Aware® of America (CCAoA) has updated the terms of its Provider User Licensing Agreement (ULA). In order to remain eligible for the military fee assistance programs, all providers must sign an updated copy of the ULA. This can be done by completing the document hosted here: [ULA](#), e-signing via Adobe EchoSign here: [Echosign ULA](#) or by contacting CCAoA directly at 1-800-424-2246, Option 4. The ULA can be submitted to the contact information listed below. Please include your Provider ID# to ensure your account will be updated accordingly.

Step 2 – Submit the Staff list and Background Check Verification Form

A staff list is required from all providers. This form requests consent that CCAoA will receive verification that the applicable checks have been completed for all staff. Child Care Center/ Family Child Care Home staff list may be submitted in lieu of this form, so long as it contains the following: Staff, Volunteer or Household Member Name, date of hire, date of birth and position. The owner, director or Authorized party must also consent that CCAoA will receive verification that the applicable checks have been completed for all staff listed.

The staff list may be downloaded here: [Staff List Download](#)

You may also complete your facility's staff list online and e-sign via Adobe EchoSign by clicking here: [EchoSign Staff List](#)



1515 N. Courthouse Rd, 2nd Floor
Arlington, VA 22201
Phone: 1-800-424-2246, Option 4
Fax: 571-255-4911
BGC@usa.childcareaware.org



Step 3 – Obtain the FBI Check

PLEASE NOTE: Some providers may have already completed their fingerprint-based FBI check in West Virginia. Please contact your licensing representative if you feel that this check may have already been completed. If so, please forward the confirmation that you/ your staff have already undergone the fingerprint- based check.

All providers in West Virginia will need to independently complete a request to the FBI, for their Identity History Summary (FBI fingerprint check).

For detailed instruction on completing your FBI check, please see the following website. This will include having fingerprints taken and an application completed: <http://usa.childcareaware.org/wp-content/uploads/2016/08/FBI-Application.pdf>

A guide created by the FBI itself is also available here: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

Results of the Identity History Summary Request (FBI fingerprint check) are to be returned directly to Child Care Aware ® of America. Once we receive the results from the FBI we will be able to adjudicate the results in order to make a suitability determination. Please see our name/ mailing address below (put our mailing address for the “Mail Results to Address” on the FBI application):

**C/O: Child Care Aware ® of America
ATTN: Background Check Program
1515 N. Courthouse Road, 2nd Floor
Arlington, VA 22201
Phone: 1-800-424-2246 Option 4**

Step 4 – Send Adjudicated Results to CCAOA

Once you receive a clearance letter from your state licensing/background check department, that information can be forwarded to CCAoA, confirming that you/ your staff have now completed the fingerprint-based background check. All information received must match the information from the staff list.



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