



Military Provider Background Check Guide

Louisiana

Purpose

All Louisiana providers receiving fee assistance for serving U.S. Navy and U.S. Air Force families are required to complete an Advanced FBI Fingerprint check and a Child Abuse and Neglect (CA/N) 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 and CA/N 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](#)

Step 3 – Obtain the FBI Check

PLEASE NOTE: Some providers may have already completed their fingerprint-based FBI check in Louisiana. 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 Louisiana 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 – Obtain the Child Abuse and Neglect Registry Check

All providers in Louisiana will not need to independently complete a request for a Child Abuse and Neglect Registry (CA/N) Check as Louisiana does not currently have a CA/N registry database. CCAoA will process your staff member’s information through a court database system. Once CCAoA has processed your staff’s information through the databases we will contact you regarding the results.

Step 5 – CCAoA Adjudicates Results of Checks

If there is an incident on a staff member’s court database check CCAoA will adjudicate the incident in order to determine if the staff member is suitable to work with children. CCAoA will contact you if it is determined that there is an incident on either of the checks.

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