

Kansas Child Care Licensing Program
Background Check Requirements

Background Check Requirements for School Age Programs and Drop-In Programs

Who is required to have a comprehensive fingerprint-based background check?

- ✓ *Each applicant, applicant with a temporary permit and licensee;*
- ✓ *each employee regardless of position or access to children;*
- ✓ *each volunteer counted in the supervisory ratio; and*
- ✓ *any other individual at least 16 years of age present in the facility whose activities involve unsupervised access to children.*

Who is required to have a name-based background check?

- ✓ *Each volunteer limited to supervised access to children;*
- ✓ *each student at least 16 years of age assigned to the facility as part of a high school or college class provided the student is not counted in the supervisory ratio and is limited to supervised access to children in care; and*
- ✓ *each individual at least 18 years of age present in the facility whose activities are limited to supervised access to children, for example, resource specialists including: resource and referral coaches and staff members of the local unified school district or special education cooperative*

Who is not required to have a background check?

- ✓ *Any child enrolled in care;*
- ✓ *parents/guardians present for the purpose of interacting with their own child;*
- ✓ *parents/guardians volunteering to help with a special event or field trip, provided that they do not have unsupervised access to the other children in care;*
- ✓ *parents/guardians visiting the facility prior to enrolling their child, provided that they do not have unsupervised access to children in care; and*
- ✓ *tradesmen or service workers, for example, plumbers, emergency repair professionals and lawn service workers, provided that they do not have unsupervised access to children in care.*

What does unsupervised access to children mean?

Unsupervised access to children means the potential to be left alone with any child or group of children in care.

What does supervised access to children mean?

Supervised access to children means that contact with any child or group of children in care takes place in the direct line of sight of a designated supervising employee of the facility who has passed a comprehensive fingerprint-based background check within the last five years.

I currently have a license; may current staff continue to work in the facility before passing their background check?

Yes. Staff hired and submitted prior to your renewal date between December 2018-November 2019 may work in the facility prior to notification of comprehensive background check results.

May new staff hired and submitted for a background check on or after my renewal date work in the facility before passing their background check?

*Yes, on a provisional basis. The department will provide the licensee with a letter stating the individual may work provisionally once the fingerprint card, required KBI/FBI waiver and background check payment have been received by the department and forwarded to KBI. Staff working provisionally must be supervised in direct line of sight by qualified staff that have cleared the comprehensive background checks. This is **not** a final background check clearance notification. A separate notification from KDHE will be issued when final results have been received.*