Every new employee must complete a Comprehensive Background Check (CBC) before providing child care in any setting.

**WHAT:** A CBC is a Comprehensive Background Check required for all employees under new NYS OCFS regulations.

CBC’s include:

a. New York State criminal history record check with the Division of Criminal Justice Services;

b. National criminal record check with the Federal Bureau of Investigations (FBI);

c. National Sex Offender Registry check with the National Crime and Information Center

d. New York State Sex Offender Registry check;

e. New York Statewide Central Register of Child Abuse and Maltreatment (SCR) check.

f. New York State Justice Center Staff Exclusion List (SEL) check

g. For any individual residing out of New York State in the past five years the comprehensive background clearance also includes the:
   i. criminal history repository for the state(s) of residence;
   ii. sex offender registry for the state(s) of residence;
   iii. child abuse or neglect repository for the state(s) of residence.
HOW:
Existing Employees must schedule a fingerprint appointment within 7 days (before or after) their next birthday, and complete all other CBC requirements.

WHEN:
After an employee has been fingerprinted you need to submit the SCR.

- For SACC Programs & Family Programs the SCR CANNOT be processed until payment is received by CCRN; credit card payment is the quickest way to get a result.

- For Group Family & Center based programs please remit payment to the Buffalo Regional Office of OCFS

Before submission make sure that you double check all documents to ensure they are complete & accurate. Incomplete forms may result in a delay of processing.

In order to process your registrar or licensor must receive:
- 6001 (list all sites the employee is/will be associated with)
- SEL
- Criminal Conviction (if a prospective or existing employee will be associated to multiple sites, a criminal conviction needs to be completed for each site)

WHERE:
Forms that need to be completed can be found on the OCFS website. Family & SACC programs can also get copies of these by contacting their CCRN registrar.

If you have additional questions please contact your registrar or licensor as soon as possible to receive technical assistance with the new process!