

January 2020

**Anoka County
Child Care Licensing
2100 3rd Ave, Suite 500
Anoka, MN 55303**

ENHANCED BACKGROUND STUDIES

NOTICE TO FAMILY CHILD CARE PROVIDERS

Federal laws require states to conduct criminal background studies on all individuals affiliated with license-exempt centers registered to receive Child Care Assistance Program (CCAP) funding, legal non-licensed providers, licensed child care centers, and licensed family child care programs. The federal requirements for an enhanced child care background study can only be completed by submitting a new background study to DHS using the NETStudy 2.0 system.

Why am I receiving this notice?

DHS has launched the rollout and implementation of the enhanced background study for child care providers in specific counties and regions across the State of Minnesota. **Anoka County** is scheduled to begin and to complete this effort within six (6) months, effective:

January 2020 through June 2020

Action needed from you:

This notice is to inform you and/or those individuals affiliated with your child care provider license about the requirements of the enhanced background studies, and to communicate DHS' implementation plan along with the scheduled timeline for completing/submitting the enhanced background studies for child care providers in your county. It is important that you contact your county as soon as possible if you have questions about the enclosed information. The name of your Anoka County contact is Rae Jean Armstrong, and you can contact them at 763-324-1826. **Please continue to read the enclosed information.**

FEES

Background Study Fees

DHS will be covering the background study fee for enhanced child care background studies in specific scenarios. The background study fee will be set to \$0 and DHS will not charge a fee for the study if:

- The family child care license onboarded to NETStudy 2.0 before the close of business on March 1, 2019; and
- The study is submitted within the group time frame assigned to your county.

Fingerprint and Photo Service Fee

DHS will pay the fingerprint and photo service fee for study subjects whose background studies are submitted during your county's timeframe regardless of whether or not the individual has previously had a background study.

Your county will use a specific Provider/Entity ID and Provider/Entity password on the Gemalto website to pass the fingerprint and photo service fee on to DHS. Please note that DHS will not reimburse the fingerprint and photo fee if the county or the individual pays for it outside of this method. Additionally, fingerprint and photo service fees will not be covered by DHS for studies that are submitted outside of your county's assigned time frame.

FAQS: INITIATING BACKGROUND STUDIES FOR FAMILY CHILD CARE PROVIDERS

Why do family child care providers need to complete a background study?

Federal law requires states to conduct background studies on all individuals affiliated with licensed family child care providers.

How long will my background study remain valid?

For most people, the new enhanced background studies will be valid for five years.

What information will be reviewed as a part of the background study?

Background studies include a review of Minnesota criminal records, Minnesota's predatory offender registry, and the Minnesota abuse and neglect registry. Additionally, a review of any FBI criminal record, and the National Crime Information Center-National Sex Offender Registry

(NSOR) is required. If a study subject has lived in one or more states in addition to Minnesota in the last five years, the background study will also include the following checks in those states:

- criminal history records
- sex offender registry
- child abuse and neglect registry

Note: A name and date-of-birth background study for a minor will only include a portion of the above-named checks unless fingerprints are required.

[Will DHS cover the costs of the new enhanced background studies for child care providers?](#)

Since the new enhanced background studies are required by changes in federal law, one-time funding from DHS will pay for the cost of the new enhanced background studies for existing licensed family child care providers and their staff/family members if the license was onboarded into NETStudy 2.0 on or before the close of business on March 1, 2019.

DHS will not cover the costs of the new enhanced background studies for newly licensed child care providers and individuals affiliated with the new provider's child care license. Also, when a minor who has had a name and date of birth study turns 18 years old, that person will need an enhanced study, and DHS funds will not cover the cost.

[How much does the background study process cost?](#)

The new enhanced studies cost \$49.10 for adults (\$40 for the background study plus a fingerprint and photo fee of \$9.10). The cost for a name and date of birth study for minors residing in licensed family programs will be \$20. The costs will apply to newly licensed child care providers, new staff and/or family members who are not covered by the one-time funding from DHS, as described above.

[As a licensed family child care provider, what do I need to do to initiate background studies for myself or individuals affiliated with my license?](#)

To start the background study application process, contact your county licensor. The county licensor:

- Confirms that a background study application is required.
- Verifies the identity of each individual required to complete a background study.
- Provides study subjects with a copy of the DHS Privacy Notice; this notice is required by law.

Note: Effective March 1, 2019 close of business- Background study fees were turned off for all family child care providers that existed in NETStudy 2.0. DHS will not cover the background study cost for licenses that onboarded into NETStudy 2.0 after that date/time.

- Using NETStudy 2.0, the ***child care provider*** and ***each individual affiliated with the provider's child care license*** receives the Applicant Initiated Instruction Form to register for a secured user account and login, then enters and finishes the background study application. *Each individual must establish their own secured user account and login.

Note: Individuals required to complete the fingerprint-based background check must do so within 14 days from the date that the background study application was submitted in NETStudy 2.0.

Study subject enters background study data into Applicant Portal of NETStudy 2.0

[What do I need to do to start my own background study application?](#)

Each study subject will receive an Applicant Initiated Instruction Form from the county licensor. The child care provider, and each individual affiliated with the provider's child care license must register to set up their own individual user account in the NETStudy 2.0 Applicant Portal. Please have your Applicant Initiated Instruction Form with you. Locate the web link on the instruction form to navigate to the NETStudy 2.0 Applicant Portal and follow the step-by-step instructions provided on the Applicant Initiated Instruction Form.

[What is the Applicant Portal?](#)

The Applicant Portal is the secure portal used by study subjects to start their own background study applications and complete the data entry of their personal descriptive information. You will be entering your own background study information. Your county licensor will provide you with a copy of the Applicant Initiated Instruction Form.

[What should I do with the Applicant Initiated Instruction Form?](#)

Carefully read and follow the directions on the Applicant Initiated Instruction Form that you have received from your county licensor. The form includes a specific web address that will direct you to the NETStudy 2.0 Applicant Portal.

[How do I access my user account in the NETStudy 2.0 Applicant Portal after I complete the registration?](#)

After you register for a new NETStudy 2.0 Applicant Portal user account, an email will be sent to the email address you used to register and set up the user account. The email you receive will contain a temporary password. When you log in to the Applicant Portal for the first time, you will be prompted to change your password. You must also choose a security question. Once you have completed those steps you will be able to log in to the Applicant Portal by typing in your username and password.

[Can I submit background studies in the Applicant Portal for people affiliated with my license?](#)

NO. Each study subject must register for their own user account in the NETStudy 2.0 Applicant Portal and start their own background study. **Each study subject account must have a separate email address.**

[Should the provider number on my Applicant Initiated Instruction Form be identical to another background study subject's number?](#)

The provider number listed on the Applicant Initiated Instruction Form will only be identical for those individuals who are affiliated with the same child care provider license.

[What information am I required to provide when I register to create a user account and complete my online application in the NETStudy 2.0 Applicant Portal?](#)

All study subjects must be prepared to enter their personal descriptive information and demographic information as required. Please follow the instructions that are provided on each screen in the NETStudy 2.0 Applicant Portal.

[What should I expect after I have set up my user account and entered all of my information?](#)

When you have entered all of the required information to register your user account and complete the background study application in the NETStudy 2.0 Applicant Portal , select **finish**. Your county contact will receive a notification email that you have finished entering the required information and will then be able to review everything you entered. Next, the county contact **submits** each background study application.

Note: The county contact will not be able to review or submit a background study application if the study subject does not select **finish** when completing their application in NETStudy 2.0.

[How will I know what the next steps are in the background study process?](#)

- If you have used the Applicant Portal to submit your study, you will receive an email notification confirming that your county contact has submitted your background study. The email also notifies you that you are now able to log into your user account and retrieve an electronic copy of the Fingerprint and Photo Authorization Form.

Fingerprinting and photograph process

[What should I do with the Fingerprint and Photo Authorization Form?](#)

You must take this form with you to an authorized fingerprinting location to have your fingerprints and photo taken. Each study subject must have their own form.

Note: A valid form of identification is required for all background study subjects. The valid form of identification and the information on the fingerprint and photo authorization form must be an **exact match**.

Where can I go to get fingerprinted?

All study subjects must be fingerprinted at a DHS authorized fingerprinting location to ensure that fingerprints are transmitted through NETStudy 2.0. *Some county agencies are participating as a time-limited, DHS fingerprinting site to ensure expanded access to child care providers and those affiliated with your child care license.

- Public fingerprinting sites are located across Minnesota. To find a location, visit the DHS authorized fingerprinting location [web page: https://www.aps.gemalto.com/mn/Maps/MNFingerprintLocations.htm](https://www.aps.gemalto.com/mn/Maps/MNFingerprintLocations.htm)
- A link to the list of public fingerprinting sites is also printed on the Fingerprint and Photo Authorization Form study subjects will receive.
- Check with your county contact to find out if your county agency is participating as a temporary DHS authorized fingerprinting location.

What do I need to take to the fingerprint location?

To complete this step of the process, you must present the Fingerprint and Photo Authorization Form and a valid form of identification to the technician at the fingerprinting location.

What happens after fingerprints are submitted?

Fingerprints are submitted electronically to the BCA and the FBI. The results of the fingerprint-based checks are returned to DHS. DHS conducts the review of the information and makes determinations regarding background study subject eligibility.

Background Study results

How will I be notified about the results of my background study?

When the background study is completed, DHS will issue a determination notice that is sent to the study subject via U.S. Postal Service.

What do the background study notices say?

The notices from DHS provide individual study subjects with the results of their background study, or a status update. Examples of background study notices include, but are not limited to:

- The background study is **clear**; the study subject is eligible to work with children.
- More time is needed to complete the background study.
- Background study is **not clear**; the study subject is disqualified and is not eligible to work with children.

Why would more time be needed for a background study?

There are a variety of reasons why more time may be required to complete a background study. Common reasons include, but are not limited to:

- DHS received potentially disqualifying information that needs further review.
- DHS needs to request records from another agency.

When DHS needs more time, can the study subject work?

When more time is needed to complete a background study, the individual study subject may or may not be eligible to work with children pending completion of the study. Refer to the notice for specific details.

What can the study subject do if they are disqualified?

For a disqualified individual, additional requirements will be described in the letter. The study subject can choose to request reconsideration. During their reconsideration process, they may or may not be allowed to work with children. The disqualification letter will have specific details.

BACKGROUND STUDIES DIVISION CONTACT INFORMATION

Background Studies Division contact center phone number: 651-431-6620

Background Studies Division contact center email address: dhs.netstudy2@state.mn.us

Background Studies Division child care email address: dhs.backgroundcc@state.mn.us

Visit the DHS Background Studies web page at: <https://mn.gov/dhs/background-studies>