Department of Social Services

Frequently Asked Questions: Background Screenings for Child Care Providers

Who is required to have a background screening?

You must complete a background screening if you are:

- ✓ Applying for Family Day Care Registration with the State
- ✓ A household member, employee, or volunteer of a State registered family day care provider
- ✓ An employee or volunteer with a State licensed child or school age care program
- ✓ Applying to be an informal or in-home provider with the State
- ✓ A household member of an informal provider

What kinds of background screenings are conducted?

- ✓ An FBI fingerprint check
- ✓ A search of the National Crime Information Center's National Sex Offender Registry
- ✓ A search of the following registries, repositories, and databases in the state where the child or school age care staff member lives and each state where the staff member has lived in the past 5 years:
- ✓ State criminal registry or repository (fingerprints are required in the state where the staff member currently lives, and optional in other states)
- ✓ State sex offender registry or repository
- ✓ State-based child abuse and neglect registry and database

How often are background screenings required?

Request(s) for background screenings must be submitted before a child or school age care employee is hired, and at least once every 5 years.

Will there be a charge for fingerprint checks?

There is no charge for the screening of the fingerprints, the Department of Social Services pays all current in-state and out-of-state fees charged.

Where can I get my fingerprints taken?

Many child and school age care employers are now obtaining fingerprints for new employees at the center of employment. You may also go to select Department of Social Services offices across the State to complete this process. Please contact an office outlined on the Child Care Website Licensing Districts (sd.gov) to learn more about fingerprinting availability. There is no fee charged for fingerprinting with the Department. You may also contact your local law enforcement agencies as most conduct fingerprinting services. There may be a fee charged for this service, which will be the responsibility of the individual or the child care program.

What do I need to get my fingerprints taken?

Please bring a valid photo ID to the fingerprint location.

If I've had fingerprints taken for a background screening for another reason, can those results meet the child care requirement?

No, new fingerprints will be required. Background screening information cannot be shared between agencies or businesses and the type of background screening information required by law may be different.

How long will it take for the results of a background screening?

Results will typically take between 1-2 weeks from the date the screening request (fingerprints included) are received. Results can take longer if your information is incomplete or an additional fingerprint card is required due the quality of the initial fingerprints. Out-of-state screenings may take longer; however, employment can proceed pending out-of-state screening results.

What happens if my fingerprints are rejected?

Fingerprints may be rejected due to poor quality. If your fingerprints are rejected, you will be notified that a new set of fingerprints must be submitted. If your fingerprints are rejected a second time, you will not need to submit additional prints.

Is there a way to shorten the time it takes to complete the background screening process?

The quickest way to shorten the processing time for screenings is to complete the fingerprinting process electronically versus having them taken with cards and rolling the prints with ink. Prints obtained electronically are immediately sent to the State Department of Criminal Investigation for processing, therefore eliminating mail time. If you are submitting ink rolled cards, it is recommended that you submit two sets of FBI cards in the event the first set is rejected. The second card will be shredded if not submitted a second time.

If I change employment to another child or school age program, do I need to complete the background screening process again?

If an employee has remained employed or has a gap of less than 180 days from previous child or school age care employment, another screening is not required if the screening was completed within the last five years. The provider can submit a BGC request via the OLA MIS provider portal indicating a previous employment notification is on file and it can be used for purposes of current prospective employment.

If an employee has been absent from child or school age care employment within the past 180 days a new background screening will be required.

How will I know I cleared the comprehensive background screening?

All providers will receive a notification regarding eligibility via the OLA MIS Provider Portal. The message will be found under the BGC message center. You can print the results using 'Ctrl. P' for documentation retention. The Department will not publicly disclose any disqualifying crime or other related information to a child or school age program. In the event of a disqualifying result, a letter will be sent directly to each individual by the Department. The individual screened will be advised of the right to appeal the results and challenge the accuracy of the information obtained.

Is a there a screening required if a person has lived outside the United States in the past 5 years?

No, there is not a required screening for those that have lived outside of the United States

within the previous 5 years of employment.

If staff are only seasonal is an out-of-state screening required?

Yes, all components of the federally required comprehensive background screening are required regardless of the employment status of a person.

If staff are employed but attending college out-of-state, is an out-of-state screening required?

Yes, if an individual has resided anywhere outside of South Dakota within the past 5 years, an out-of-state screening is required.

If an employee leaves their employment over the summer but returns in the fall, is another screening required?

No, if an employee has remained employed or has a gap of less than 180 days from previous child or school age care employment, another screening is not required.

Is a background screening required for center staff or registered helpers with a family day care provider who are under the age of 18?

Yes, both an in-state Central Registry screening and any out-of-state Central Registry forms (as applicable) are required as well as a DCI and FBI screening. An NCIC screening as well as in-state and out-of-state sex offender registry screenings will automatically be completed.

Note: Employees under the age of 18 years old cannot be left unsupervised with children until they turn 18 years old.