

# Request for Search

## Background Checks



### WHY IS A BACKGROUND CHECK REQUIRED?

The Federal Child Care and Development Fund (CCDF) requires that all potential, and current individuals who care for children receiving CCDF funding submit to a search of both the Arizona Child Abuse & Neglect and Registry (Central Registry) as well as any state the individual has resided in during the last five (5) years. It is critical to ensure anyone working with or around children have the proper background checks to ensure the health and safety of children. The NEW Arizona state law requires that ALL background checks are completed PRIOR to the employees start date at least once every 5 years thereafter.

#### Who is required to submit a background check?

The new law applies to DHS Licensed Centers, DHS Group homes, DES Certified Home Providers, and CCR&R Registered Providers. If a child care provider is operating out of a home facility, background checks are also required for all household members in the home age 18 years and over, and backup providers. "Household member" means a person who does not provide child care services and who resides in the home facility of a provider for 21 consecutive days or longer or who resides periodically throughout the year for a total of at least 21 days.

### WHAT ARE THE REQUIREMENTS?

Licensed child care centers and group homes receiving CCDF funding, the Center Director or designee is to complete and submit all requests for background checks through Cognito Forms (Online application)



### HOW TO SUBMIT?

#### **BOX A** Online Application Form

[Click Link](#)

**EFFECTIVE June 1st, 2021**

- \* You must be the individual responsible for hiring staff and volunteers for this facility.
- \* All individuals must have a Social Security Number to apply online and be submitted

*(If the staff/family member does not have a Social Security Number please refer to BOX B - electronic fillable version)*

#### **BOX B:** Electronic Application

[Click Link](#)

**(ONLY is SSN is unknown)**

- Search by Name: CCA-1211A (Hit Search)
- The new document "Request for Search of Background Checks" will open
- The form will be available to download
- **PLEASE NOTE: Passports are required to submit with the application**

### WHY

The Child Care Development Fund (CCDF) Federal program requires that all potential, and current individuals who care for children receiving CCDF funding submit to a search of the Arizona Child Abuse & Neglect Registry (Central Registry) as well as any state the individual has resided in during the last five (5) years.

The purpose of conducting background checks is to determine whether a person has any criminal background concerns or history of abuse and/or neglect that may pose a risk to the health & safety of children.

### CONTACT



Child Care Central Registry Department  
[CCACentralRegistry@azdes.gov](mailto:CCACentralRegistry@azdes.gov)

# Steps on How to Submit the Central Registry Background Checks ONLINE



## START

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The Child Care Administration (CCA) would like to thank you for your commitment to serving Arizona's families and children. **Effective June 1st, 2021**, there are changes to the "Request for Search of Backgrounds Checks" process that we would like to share with you. ADES Contracted providers are now being encouraged to submit their Request for Search of Background Checks (CC-112A) through an online application form.

## How to Submit a DES Central Registry Background Request

Log into Online Application Form by clicking on the following link:

[Click Link](#)

**Requirements:** You must meet the following criteria

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1. This application contains a sworn statement and may only be completed by the owner of the individuals responsible for hiring staff and volunteers for this facility **Continue to Step 3**
2. All individuals must have a Social Security Number to apply on-line **(If staff does NOT have a SSN please skip to Step 5)**

## PLEASE READ prior to submitting an online application

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Any staff listed and identified by this CCA request for Background Check search (CCA 1211A) who have lived in a state other than Arizona within the last five (5) years are required to submit the out of state check form.

**(Continue to Step 4)**

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**INSTRUCTIONS:** Please click the link below to access the forms you are required to submit on all staff that have indicated that they have lived in other states within the last five (5) years.

[Out of State Documents Link](#)

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## If staff DOES NOT have a Social Security Number

### How to access the "Request for Search of Background Checks" fillable form CCA-1211A from the DES Website

1. Login into [Click Link](#)
2. Search by Name, Number, or Keyword
3. Form will be shown by Number and Name
4. Download document - option on the left of form number - save document to computer
5. Submit completed form (CCA-1211A) by scanning all documents to [CCACentralRegistry@azdes.gov](mailto:CCACentralRegistry@azdes.gov)

**Required Documents that NEED to be Submitted**  
**Form, Passport, Out of State Forms**

**Important Information: Please submit all required Out of State forms to the address below.**

If the following States indicated below require a processing fee - Please download the form and submit all required documents along with a Money Order to the following address:

**CCA Central Registry - P.O. Box 6123 MD54F2, Phoenix, AZ 85005**

### States that REQUIRE a processing fee

*(Arkansas, Colorado, Idaho, Kansas, Kentucky, Louisiana, Minnesota, Nebraska, Pennsylvania, Rhode Island, South Carolina, Virginia, Washington, and Wyoming)*

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## Submitting a Request for Central Registry Background Checks through a Online Application Form

1. Click on the following link to access the online application form
2. Fill out all required fields for all staff. Please use the "Add Individual's Information" button if additional staff is needed

[Click Link](#)

[+ Add Individual's Information](#)

If you need technical assistance or have additional questions regarding the New Process on How to Submit the Central Registry Background Check Online

Contact the Central Registry Department by email [ccacentralregistry@azdes.gov](mailto:ccacentralregistry@azdes.gov) or feel free to call us at 602-679-0724 or 602-679-2021



Once you have filled out all REQUIRED fields as well as sent in ALL Out of State documents for staff that were identified living in another state in the last five (5) years, please continue to the "SUBMIT" button. All communication will be sent via email to the email address that has been identified with the person authorized to submit the request.

## FINISH

# Request for Search

## Background Checks FAQ



### Why is a Child Abuse & Neglect background check required?

The Federal Child Care and Development Fund (CCDF) requires that all potential, and current individuals who care for children receiving CCDF funding submit to a search of the Arizona Child Abuse & Neglect Registry (Central Registry) as well as any state the individual has resided in during the last five (5) years.

### Who is required to complete and submit the Request for Search of Background Checks (CCA-1211A)?

The individuals whose activities involve the care or supervision of children or unsupervised access to children whether they provide direct or indirect services to children including, but not limited to:

- Any person who applies for a contract with this State and that person's employees;
- All employees of a contractor;
- Any person who owns, operates, is employed by, and substitutes for the child care provider;
- An independent contractor or subcontractor of a contractor and the subcontractor's employees;
- Prospective employees of the contractor or subcontractor at the request of the prospective employer;
- Volunteers; and
- Other agents whose activities involve the care or supervision of children or unsupervised access to children
- For licensed child care centers and group homes receiving CCDF funding, the Center Director or designee is to complete and submit all requests for background checks online at:

[Click Link](#)

How can I access the "Request for Search of Background Checks" fillable form CCA-1211A from our website? (**Note: This option is only available for those individuals who do not have a Social Security number and must submit a Passport**)

- Arizona Department of Economic Security website address is: [Click Link](#)
- The new document is "Request for Search of Background Checks" (effective 10/1/17, Form number CCA-1211A).

### Instructions on how to use the fillable Request for Search of Background Checks

A unique tracking number links the request to all individuals listed on it. The Tracking Number is the identifier used to distinguish one request from another, this is why it is important that the Tracking Number be unique and not repeated. Do not use the full name, SSN or DOB of the individual as a tracking number.

#### Here are a few pointers on assigning a unique Tracking Number:

- What is the contractor name, ABC Daycare = ABC
- What is the current year, 2017 = 2017
- What is the sequence number (i.e. 01, 02, 03, etc.). Example from above: ABC2017-02

#### Tips for Successfully Completing the CCA-1211AFORPDF:

- Requests may be submitted via [secure] email only.
- The CCA-1211AFORPDF form has been re-designed as a PDF fillable form, which means it should be typed and submitted to [CCACentralRegistry@azdes.gov](mailto:CCACentralRegistry@azdes.gov) via email.
- Provider/Contractor name is the Center Name, or the name of the child care home provider.
- The requestor's signature on page 1 is required from the person authorized to submit the request
- CCA Central Registry cannot run partial Central Registry checks; if any part of the CCA-1211A form is incomplete or illegible, the entire request becomes invalid and the Provider must make the requested changes and resubmit the request in order to be processed
- Tracking Numbers must be unique; it cannot be the date (10212017) and cannot be repeated.
- Tracking Numbers can be as long as necessary, are alpha-numeric and can contain special symbols (-!+@/#\$%^&\*).
- Handwritten submittal are highly discouraged; handwriting is often difficult to read. If a letter or number is not clear, the entire request becomes void and will not be processed. This will require the Provider to correct and resubmit the request.
- All fields pertaining to the individual the background check is being run, must be completed, accurately and legibly.
- The individual's address is their residential address, not their mailing address.
- Providers should include the out of state document for any individuals that were identified as living out of state within the last five (5) years. A letter will be emailed to the provider if the out of state form is incorrect, or missing information granting them 14 business days to correct and resubmit the form.

## CONTACT



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[CCACentralRegistry@azdes.gov](mailto:CCACentralRegistry@azdes.gov)

# Request for Search



## Background Checks FAQ Continue

### Do I need to keep copies of all employee Requests for Search of Background Checks?

Yes, It is the responsibility of the Provider to keep copies of all CCA-1211A requests they submit to CCA Central Registry, as well as all copies of Results emails received.

### Can employees work in the classroom prior to having the results of Search for Background Checks?

A person awaiting receipt of the Central Registry Background Check may provide direct services to ADES clients while under the supervision of a staff member or volunteer who has satisfied all of the criminal background check requirements.

### What if the Search for Background check results have a disqualifying act for an applicable staff member?

The staff member is immediately prohibited from employment or service with the contracted provider or licensee in any capacity requiring or allowing contact with juveniles or vulnerable adults and is not allowed to work in a group. A contracted provider will need to send a written statement to their assigned Contract Specialist by filling out the Written Assurance Statement with assurance that the employee is no longer being employed by the contractor.

### What is a Central Registry Exception?

"Central registry exception" means notification to the Department of Economic Security, the Department of Child Safety or the Department of Health Services, as appropriate, pursuant to section 41-619.57 that the person is not disqualified because of a Central Registry check conducted pursuant to section 8-804. A copy of the Central Registry Exception letter documentation will need to be provided to the assigned Contract Specialist and a copy should be available/filed onsite.

### Do I need to submit the Direct Service Position Form (CCA-1212 FORFF (4-10))?

No, you do not need to submit the Direct Service Position form. This form needs to be completed by each employee listed on the search request and a copy of that form is kept by the provider in the personnel file.

### How often do we need to conduct a Search of Background Check on all employees?

Background checks should be performed every five (5) years. The Department may conduct criminal background checks on all applicable individuals at the Departments discretion. The Department may also request documentation from the Contractor or other applicable state agencies confirming compliance with licensing or certification requirements regarding criminal background checks, including fingerprint clearance card.

### What if I am a new contracted provider submitting a Search of Background Checks and I do not have a Provider ID number (P#)?

Contracted providers will be assigned a Provider ID number (P#) once the Provider Registration Agreement is fully executed. You can contact you assigned Contracts Specialist to collect your sites P#.

### What are the timeframes for receiving results?

All complete and accurate requests will be processed, and results sent to the Provider within 5 business days of receipt. It is critically important that requestors monitor their email to ensure they follow up timely in providing all information necessary to process their requests. Federal regulations stipulate that States have 45 days to complete an Out of State (Interstate) Child Abuse & Neglect Registry check. DES/CCA will notify providers if no results are received from the State after 45 days from the date the out of state request was submitted.

## CONTACT



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