



STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD



NOTICE of FEE CHANGE for
BACKGROUND CHECKS
Effective January 1, 2019*

On 01/01/19, the federal fee for processing required background checks will increase. The new fees are:

| For | Amount per person |
|--|-------------------|
| Child Care Center Staff | \$ 88.25 |
| Family Child Care Providers, Staff, and Household Members | |
| Child Care Center Volunteers | \$ 86.25 |

Due to the time required for OEC processing, only background check documents **received at our office by 12/15/18** will be processed at the old rate of \$87.00 for staff and \$85.75 for volunteers.

Background check documents received by OEC after 12/15/18 should be accompanied by the new fees listed above.

OEC cannot accept incorrect payments, and must return them to the sender. Please be sure to provide the correct payment to prevent a delay in processing your background check.

***** Please see reverse for answers to frequently-asked questions *****

Email: oceresults@ct.gov Phone: (860) 500-4466 ·
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Affirmative Action/Equal Opportunity Employer

OEC Legal 10/24/2018

FEE CHANGE FOR BACKGROUND CHECKS

Effective January 1, 2019*

Q: Why is the fee for background checks changing?

A: OEC was notified in September, 2018 that the FBI's portion of the fee will increase from \$12.00 to \$13.25 for staff and from \$10.75 to \$11.25 for volunteers. This means the total fee (State DESPP + FBI) is increasing from \$87.00 to \$88.25 per staff person, and from \$85.75 to \$86.25 per volunteer.

Q: Can I provide one payment for multiple background checks?

A: One payment per person is recommended to reduce the time for processing, but multiple background checks can be paid individually or in combination. E.g., five staff background checks may be paid for with one payment of \$441.25 or five separate payments of \$88.25 each (preferred). We cannot accept cash. Please continue to make checks or money orders payable to *Treasurer, State of Connecticut*.

Q: Is there a grace period for the fee change?

A: No. Background checks can be processed at the 2018 rate, only if all documents are complete, correct and *RECEIVED* by the Office of Early Childhood (OEC) **on or before 12/15/2018**. Late, incomplete, and/or incorrect background check documents cannot be processed at the 2018 rate and must be returned to sender.

Q: What if I send background check documents with the wrong payment or missing information?

A: Incorrect payments or incomplete documents must be returned to you for resubmission with correct payment and complete information. Please be sure to provide ALL of the fingerprint card information, signatures, authorization forms, and correct payments for each applicant so that your background check applications can be sent straight to DESPP for processing. *Thank You!*

Additional background check questions may be directed to:

Office of Early Childhood
Legal Division
450 Columbus Blvd, Suite 303
Hartford, CT 06103
oecresults@ct.gov • (860) 500-4466
www.ct.gov/oec

OR

Department of Emergency Services
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