

BROADCAST TO ALL LOCAL ADMINISTRATORS AND CHILD CARE PROGRAM OFFICE
ADMINISTRATIVE AND ELIGIBILITY STAFF
from the Child Care Program Office

Criminal History Process for Approved Non Relative and In-home Providers

Due to an increased number of individuals going directly to the Background Check Unit before submitting a child care provider application to the Child Care Assistance Program, the following process changes are to be implemented immediately.

1. Remove the Alaska Background Check Program (BCP) Basic Instructions for submitting a fingerprint based criminal history application document from all Approved Non Relative and In-home Child Care Application packets.
2. Upon in-person receipt of an Approved Non Relative or In-home Child Care Application, provide the applicant the *Child Care Assistance Provider – Criminal History Requirement* document.
3. Upon fax, mail, or email receipt of an Approved Non Relative or In-home Child Care Application, mail the applicant the *Child Care Assistance Provider – Criminal History Requirement* document.
4. The Designee will submit the applicant information to the CCPO using the *CPS-BCP Request* form.
5. The CCPO will add the provider information received from the Designee to the FYXX NABCS Provider Account Tracking spreadsheet.
6. The CCPO will complete the *Background Check Program NABCS: CCPO Provider/Facility Account Form* for Designee and CCPO received applications and submit it to the BCP.
7. The BCP will create the provider's account in the New Alaska Background Check System (NABCS) and email the provider applicant when ready for use.
8. The provider applicant will complete the BCP application process after receiving the email.
9. The CCPO will monitor the provider for completion of the BCP application process.
10. The Designee and CCPO Eligibility Staff will list the requirement to complete the BCP process in the *Child Care Assistance Provider Application - Pended* notice, when applicable, and include a copy of the *Child Care Assistance Provider – Criminal History Requirement* document.

Please contact the policy mailbox at DPACCP@alaska.gov with any questions. Thank you,

