

**Staff Screening Policy**

**Policy:** To ensure the safety and well-being of all children in care, NMCAA will screen all potential childcare staff following the Head Start Program Performance Standards, Great Start Readiness Program requirements, and the Licensing Rules for Child Care Centers.

**Procedures:** Prior to employment with NMCAA, all potential staff will undergo and complete the following screening procedures: Professional and personal reference checks, a Child Care Background Check (CCBC), and medical and tuberculosis (TB) clearances. A CCBC will be conducted on applicants/licensees, licensee designees, program directors, and all childcare staff.

**Childcare staff include the following:** Lead teachers, assistant teachers, classroom aides, substitute teachers, education coaches, site supervisors, and recruitment and health specialists.

**Licensee designees include the following:** Kerry Baughman, Shannon Phelps, Abria Morrow, Kim Aultman, Kristine Hagen, and Kristin Ruckle.

CCBC results and the eligibility determination letter for all childcare staff and licensee designees will be kept on ChildPlus. Additionally, classroom staff will maintain current CCBC results with the eligibility determination letter in their employee file on-site.

* **ChildPlus:** The CCBC (parts 1-4) documentation will be uploaded under the lead teacher’s profile with whom individual staff are affiliated.
	+ ChildPlus: Management – Personnel – Search for lead teacher’s name – Attachments

**Applicant Screening Process:**

* Review ***Hiring Staff Procedures*** for detailed information regarding the hiring and screening process.
* Supervisors shall conduct interviews and complete reference checks on all potential staff. Applicants shall provide two work references and one personal reference on the agency application completed in UKG.
* Applicants may be offered employment contingent upon the successful completion of a comprehensive background check. The Child Care Background Check (CCBC) includes the following:
	+ A check of the licensing database for previous disciplinary action
	+ FBI fingerprint check (checks all state and federal crimes)
	+ Michigan Child Abuse and Neglect Registry
	+ National Sex Offender Registry
	+ Criminal history registry and child abuse/neglect registry for any states of residence in the past five years
	+ If the applicant lived out of the country in the past five years, equivalent checks must be provided, if available. If they cannot be provided, the person must sign a self-certifying statement that he/she is “eligible” to be the licensee or work in the childcare center.
* The supervisor must **NOT** make an offer of employment if either of the following conditions are met:
* An applicant is not of responsible character and suitable to meet the needs of children.
* Through the CCBC process, the applicant has been determined to be ineligible to work in a childcare center.

**Additional Screening Processes:**

* After an offer of employment, but prior to the first day of hire, all applicants will submit the following:
	+ Documentation that the individual is free from communicable tuberculosis (TB); negative results must be verified within one year prior to employment.
	+ A medical clearance from a health care provider.

**Post-Employment Screening Processes:**

* All staff shall complete the CCBC every five years; employment decisions shall be made based on the CCBC results.
	+ Staff will receive a notification from UKG that their CCBC credential is set to expire. This notification will occur via email 30 days prior to the CCBC’s expiration date.
	+ Upon receipt of this notification, staff **must** contact the Human Resources Administrative Assistant as soon as possible to ensure timely completion of the CCBC renewal process.
* All staff shall obtain a new medical clearance and provide documentation of a negative TB screen every five years moving forward.

**Distribution:** Original - To be posted in a place visible and accessible to staff and parents.

**Reference**: HSPPS 1302.90 (b)(i) (3)(4)(5), HSPPS 1302.93 (a); Licensing R 400.8107 (1)(a), R 400.8110 (1)(b), (3)(c), R 400.8112, R 400.8125 (4), R 400.8128

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