

**Criminal Record Check Documentation – Policy Clarification**

In order to effectively monitor all Head Start and Early Head Start staff to ensure that the appropriate Criminal Record Checks have been completed before beginning to work under the Head Start or Early Head Start grants, it is imperative that every background check for each Delegate is entered the same manner. Because the policy requirements relate not just to what kind of check was conducted, but also to when it was conducted, the Chicago Department of Family and Support Services requires the agencies we fund to enter the dates for each check into the appropriate date field.

Criminal Record Check information should be recorded in the COPA HR module in the following manner:

- ***In the “Background Check” field please enter the initial Illinois State Police Clearance Date – this date should be before the staff person’s first day working under the Head Start or EHS grant.***
- ***In the “FBI Clearance” Date field please enter Federal Bureau of Investigation Clearance Date***
- ***In the “CANT Check” Date field please enter SACWIS Clearance Date***
- ***In the “Child Abuse Clear #” Date field please enter Sex Offender Registry Clearance Date***
- ***In the “DOJ Clearance” Date field please enter Illinois State Police Clearance Date (Even though the Illinois State Police Clearance is not a Department of Justice Clearance, we are requiring that the State clearance be included in this section.) In cases where a second, more recent re-check has been conducted, this field may be updated (but do not change the Background Check field!) Please contact your PDM SSC for clarity if needed.***

Please note that the date must be entered in the Date field to the right of the text field, and not in the text field itself. The Date field can be identified by the picture of a calendar to the right of the field. Please review the following examples for clarification.

This is the **WRONG** way to complete the background check section of COPA:

Background Check		
Marital status	Single	Other Specify
DOJ Clearance	Yes -	Date
FBI Clearance	Cleared - 04/15/2010	Date
Child Abuse Clear #	Yes - 04/15/2010	Date
CANT Check	Yes - 04/15/2010	Date
Background Check	Cleared	

Enter the dates please

Why is it wrong? Notice that the dates for clearances are added under the comments section under each back ground check, not the actual “date” sections. This is the **WRONG** way to complete this section. Do not do this.

Background Check		
Marital status	Single	Other Specify
DOJ Clearance	Yes	
FBI Clearance	Cleared	04/15/2010
Background Check	Cleared	
Child Abuse Clear #	Yes	04/15/2010
CANT Check	Yes	04/15/2010

Date does not go here

Date goes here

This is the **RIGHT** way to complete the background check section of COPA:

Background Check			
Marital status	Single	Other Specify	
DOJ Clearance	Yes	04-15-2010	
FBI Clearance	Cleared	04-15-2010	
Background Check		04/15/2010	
Child Abuse Clear #	Yes	04-15-2010	
CANT Check	Yes	04-15-2010	

Background Check			
Marital status	Single	Other Specify	
DOJ Clearance	Yes -	Date	04-15-2010
FBI Clearance	Cleared -	Date	04-15-2010
Child Abuse Clear #	Yes -	Date	04-15-2010
CANT Check	Yes -	Date	04-15-2010
Background Check		Date	04/15/2010

Notice “Background Check” actually has a date and the other dates have been moved to the “date” section.

-Other important factors to consider when entering information about employee background checks:

\*There must be a **DATE** under “Background Check.” Words are not acceptable (For example, “cleared,” “done,” or “yes” are not sufficient, because they don’t allow DFSS to monitor whether the check was completed before the hire date).

\*There must be an initial hire date in COPA HR under the “Employment Info” section. This will allow us to ensure that all background clearances were conducted before hire into the EHS/HS program.

Employment Information					
Initial Hire Date	10-10-2008	Replacement Hire	No	Probation Ends	04-15-2007
Position	Technology Coordinator	Org Number		Year in position	5
Classification		Works directly with Families	No	Classification Date	10-16-2006

**\* All background checks must be uploaded to EDOC’s for each EHS/HS staff (Paid and Non-Paid). Multiple Documents can/should be uploaded, if there were multiple background checks, please upload all to EDOC’s.**

\*If agency employees are paid through the Early Head Start/Head Start Budget, that information must be reflected in COPA HR. See Below:

*Position	Technology Coordinator	*Year in position	5									
*Classification		Org Number										
Agency	FSS	Classification Date	10-16-2006									
Employment Type	Permanent Staff	Site	All									
*Salary	59976.00	Hours/wk	35									
* Fringe		Weeks/Yr.	52									
* Average Hourly Rate (PIR B11 a+d)		Salary Type	Yearly									
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