

## Comprehensive Background Check Benefit Frequently Asked Questions

**1. I heard that DECAL will pay for background checks for my employees. Is this true?**

YES! DECAL has recently been awarded additional funds, a portion of which will be used to pay for initial national fingerprint-based background checks for child care employees for two years beginning October 1, 2018.

**2. What programs are eligible to receive funds for background checks?**

All DECAL licensed child care learning centers;

All DECAL licensed family child care learning homes;

All license-exempt programs that participate in the Georgia Childcare and Parent Services (CAPS) program; and

All support centers that run background checks for employees who will work in a program listed above.

**3. Who is eligible to receive funds for background checks?**

DECAL will cover the cost of the national fingerprint-based background check for any employee or resident of an eligible program (see above) who is newly hired or whose current background check determination will expire in the next four months. Remember, the definition of “employee” is broad; it includes directors, providers, cooks, bus drivers, traditional staff members, volunteers, students-in-training, independent contractors, and residents (age 17 and older) in the home.

**4. How much of and which background checks will DECAL pay for?**

As funds allow, DECAL will bear the full cost of the following checks:

- the initial national/Georgia fingerprint-based criminal history check through GEMALTO;
- the Department of Human Services’ SHINES child abuse database;
- the Georgia sex offender registry; and
- the national sex offender registry.

**5. Will DECAL pay for out-of-state checks?**

Unfortunately, no. These funds do not cover the cost of out-of-state checks.

**6. I recently paid for an employee to be fingerprinted. Can I be reimbursed for this cost?**

Unfortunately, no. DECAL cannot reimburse providers for background checks completed before October 1, 2018. Providers must follow the procedures below for the cost of the background check to be covered.

**7. What is the process for receiving funds for background checks?**

Beginning October 1, 2018, DECAL will be directly billed for fingerprint registrations through GEMALTO. Follow the steps below to register:

- a. Visit the GEMALTO GAPS website at <https://www.aps.gemalto.com/ga/index.htm>.
- b. Select **Applicant Registration** bar at the bottom of the page.
- c. Select the **Department of Early Care and Learning (DECAL)** button.
- d. Select the **Register to be Fingerprinted** button.
- e. Read and accept the Privacy Rights and Privacy Act statements.
- f. Activate the **REASON** drop down menu and select **DECAL – Daycare Director/Employee\***.
- g. Type in the **Requesting Agency ID** as **GAP11164**.
- h. Complete the registration process by submitting your personal information.

**\*DO NOT** select **DECAL – Employment (State Employees)** or **GA Check Only** reason code. If you do, you will be personally charged for the background check and will not be reimbursed by DECAL.