

Child Care Services Daily Update – November 25, 2020

Transferring Background Checks for Child Care Employees

The Tennessee Department of Human Services is committed to promoting early childhood environments that are safe, healthy, and educationally rich. As you are aware, all individuals working in licensed child care in Tennessee must submit to a criminal history background check through the Tennessee Bureau of Investigation. In order to become in compliance with federal rules, we recently shared an update to our policy related to transferring of background check clearance for employees.

As with any new policy, there is often some confusion related to its adoption and implementation. This update is an effort to provide some clarity and address some of the questions we have heard from you, our valued child care providers.

The old policy was that child care agencies may transfer the background check clearance for employees that have been fingerprinted within the last ninety (90) days to another child care agency by using the Criminal Background Check Transfer Form (HS-3299).

The updated policy is that child care agencies may transfer the background check clearance for an employee that has been fingerprinted within the last five (5) years and has been employed by a child care agency within the State of Tennessee without a break in employment of more than hundred eighty (180) days, to another child care agency by using the [Criminal Background Check Transfer Form \(HS-3299\)](#).

Stated simply, a criminal background check may be transferred if:

- The employee has been fingerprinted within the last five years and
- The employee has worked for a childcare agency within the State of Tennessee without a break in service of more than one hundred and eighty (180) days.

If both these conditions apply, they may transfer their background check clearance to your agency.

You will note that we have updated the [Criminal Background Check Transfer Form \(HS-3299\)](#) slightly to provide more clarity around this policy. That form can be found on our website [here](#). Note that this form remains a fillable PDF, can be signed electronically, and may be submitted by clicking the submit button at the bottom of the form.

For more information about background checks, please visit our [website](#). If you have questions, please email CC-Criminal-Background-Inquiries.DHS@tn.gov.