



## Child Care Services Daily Update – September 25, 2020

The Tennessee Department of Human Services is committed to supporting child care agencies in providing programs that are safe, healthy and educationally rich. The impact of the COVID-19 pandemic has created many challenges over the past several months and many opportunities to approach the delivery of services in different ways. Thank you for remaining flexible and attentive to health and safety protections, while also remaining responsive to family needs.

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, you will notice an update to our policy related to transferring of background check clearance for employees.

Our current policy is 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 employees that has been fingerprinted within the last five (5) years and has been employed by a child care agency within the State of Tennessee within the **past one hundred eighty (180) days**, without a break in employment, to another child care agency by using the [Criminal Background Check Transfer Form \(HS-3299\)](#).

You will note that we have updated the [Criminal Background Check Transfer Form \(HS-3299\)](#) accordingly. That form can be found on our website [here](#) and is also attached to this email. Note that this form is now 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](mailto:CC-Criminal-Background-Inquiries.DHS@tn.gov).