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*Governor*  
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# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD



Connecticut Office of  
 Early Childhood

David Wilkinson  
*Commissioner*

## NOTICE OF FEE CHANGE FOR BACKGROUND CHECKS (EFFECTIVE DECEMBER 2017)

On 12/1/17, the fee for processing required background checks will increase. The new fees are:

For	Amount per person
Child Care Center Workers	\$ 87.00
Family Child Care Providers, Staff, and Household Members	
Child Care Center Volunteers	\$ 85.75

Effective 12/1/17, the Office of Early Childhood will only be able to accept background check documents that are accompanied by required payments as outlined above. Background check documents not accompanied by payment in the correct amount will be returned.

**\*\*\* Please see reverse for answers to frequently-asked questions \*\*\***

# **FEE CHANGE FOR BACKGROUND CHECKS**

## **(EFFECTIVE DECEMBER 2017)**

**Q: Why is the fee for background checks changing?**

A: June Special Session, Public Act No. 17-2, AN ACT CONCERNING THE STATE BUDGET FOR THE BIENNIUM ENDING JUNE 30, 2019, contains a provision (Section 666) that increases the State's portion of the fee for child care background checks (required by Connecticut General Statute (CGS) Sec. 19a-80(c) for child care center workers and volunteers, and CGS Sec. 19a-87b(c) for family home child care providers, their household members 16 or older, assistants, and substitutes). Because the State's portion of the fee is increasing from \$50.00 to \$75.00, the total fee (State + FBI) is increasing from \$62.00 to \$87.00 per person.

**Q: Can I write one payment check for multiple background checks?**

A: Yes, multiple background checks may be paid for together or separately. For example, five background checks may be paid for with one payment of \$435.00 or five separate payments of \$87.00 each. Please continue to make checks or money orders payable to *Treasurer, State of Connecticut*. We cannot accept cash, credit cards, or debit cards.

**Q: Is there a grace period for the fee change?**

A: Background checks may be processed at the pre-December rate, if complete and correct background check documents are:

- *Postmarked* 11/30/17 or earlier, AND
- *Received* by the Office of Early Childhood (OEC) 12/7/17 or earlier.

Late, incomplete, or incorrect background check packets will *not* be processed at the pre-December rate.

**Q: What if I send background check documents with the wrong payment (or no payment?)**

A: The Office of Early Childhood (OEC) must return background check documents not accompanied by payment in the correct amount. The documents must then be resubmitted with correct payment.

**Additional background check questions may be directed to:**

Office of Early Childhood  
Legal Division  
450 Columbus Blvd, Suite 303  
Hartford, CT 06103  
(860) 500-4466 • oecresults@ct.gov  
www.ct.gov/oec

OR

Department of Emergency Services  
and Public Protection  
1111 Country Club Road  
Middletown, CT 06457  
(860) 685-8480  
www.ct.gov/despp