

Background Study Initiated for Your Child Care Program

This form is intended to assist you in meeting the requirements of 245C.20: *A licensed program (child care provider) shall document the date the program initiates a background study for you, family members, substitutes, other adult helpers, co-applicants, etc. When the background study is cleared, the licensed program shall maintain a notice that the study was completed.*

Individual Studied: _____

Date Background Study was submitted: _____

Date of "more time is needed" letter (if one was received): _____

Date of Clearance Letter: _____

Date this individual first had contact with persons served by my program: _____

Reminder:

- *Any person requiring a background study in your program is required to be under continuous direct supervision until you have received a Clearance letter stating that the subject is NOT disqualified.*
- *If more time is needed to complete the background study process on an individual you will receive a notice stating that the subject must be under continuous supervision prior to completion of the background study.*