

### Criminal Background Check Requirements for Child Care Facilities

Type of Staff	Documentation required	Expiration
<b>Paid or unpaid child care staff</b>	1. Criminal history requested by and clearance received by child care provider, or	Does not expire
	2. Portable clearance (right to review) presented to child care provider	Expires one year from date of issuance. Before the expiration of the portable clearance ("right to review"), the child care provider shall request and receive a clear criminal background check.
<b>Independent Contractor*</b>	1. Criminal history requested by and clearance received by child care provider, or	Does not expire
	2. Portable clearance (right to review) presented to child care provider	Expires one year from date of issuance
<b>DCFS Contractor</b>	1. Criminal history requested by and clearance received by child care provider, or	Contract Termination
	2. Portable clearance (right to review) presented to child care provider	Expires one year from date of issuance
<b>School system employee providing services in child care center and being paid by the school system</b>	1. Criminal history requested by and clearance received by child care provider, or	Does not expire
	2. Portable clearance (right to review) presented to child care provider	Expires one year from date of issuance.
<b>School system employee providing services in child care center and being paid by the Child care provider or parent</b>	1. Criminal history requested by and clearance received by child care provider, or	Does not expire
	2. Portable clearance (right to review) presented to child care provider	Expires one year from date of issuance
<b>Dept. of Health &amp; Hospitals OCDD Early Steps Service Provider</b>	1. Criminal history requested by and clearance received by child care provider, or	Does not expire
	2. Portable clearance (right to review) presented to child care provider	Expires one year from date of issuance
<b>CASA volunteers</b>	Must present a CASA ID and copy of court order.	
<b>CASA Staff</b>	1. Criminal history requested by and clearance received by child care provider	Does not expire
	2. Portable clearance (right to review) presented to child care provider	Expires one year from date of issuance

\* **"Independent contractor"** means any person who renders professional, therapeutic, or enrichment services such as educational consulting, athletic, or artistic services within a child care facility, whose services are not integral to either the operation of the child care facility or to the care and supervision of children. Independent contractors may include but are not limited to dance instructors, gymnastic or sports instructors, computer instructors, speech therapists, licensed health care professionals, state-certified teachers employed through a local school board, art instructors, and other outside contractors.

