



Tip Sheet for Hiring Staff Under Age 18

Proof of current enrollment in an educational setting:

___ Documentation on letterhead stating the individual is currently enrolled in secondary education

*Document should be updated annually

Background check requirements:

___ Parent Authorization form <https://www.childcareawareky.org/wp-content/uploads/2019/09/Section-1-Background-Checks-11-Can-Check-Under-18-Parent-Authorization-Form.pdf>

___ A Child Abuse and Neglect (CAN) Check must be completed in the CAN Payment and Verification App on the Kentucky Online Gateway site. You must upload two documents when completing the background check:

- 1) the signed Parent Authorization Form and
- 2) a copy of the person's driver's license (other acceptable documents include: passport, official birth certificate, or KY ID card)

*The fee is \$10. The request will be denied and your money will not be returned if both the ID and Parent Authorization Form are not uploaded (you will see this under the upload documents section when you are entering the information into the system).

*Provider will be emailed the results of the CAN. Print and kept in the staff's file.

Required Documents:

- Verification of Education
- Training (Orientation, Pediatric Abusive Head Trauma) and additional hours to equal 15 hours annually
- TB skin test or statement from health care professional that they are free of active TB
- Proof of ID (options: a copy of an official birth certificate or passport.)
- Professional Development Plan
- Staff Evaluation
- CPR/First Aid Certification or CPR/First Aid Training
- Work Schedule
- Parent Authorization Form
- CAN Check results

Helpful Tips:

- Label staff file as "Under 18 Employee"
- Create a job description highlighting the following:
 1. Employee is under the age of 18 and is never to be left alone with a child/ren at any time
 2. Duties and responsibilities while working with a qualified staff person

Reminders:

- Once the employee turns 18, complete a background check via KARES. Maintain all associated forms and documentation.
- Staff can be left alone with children when they are 18 years of age and have met the documentation requirements of a qualified staff member.