



**CABINET FOR HEALTH AND FAMILY SERVICES**  
**Department for Community Based Services**  
**Division of Child Care**

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## **Out of State Background Check Tip Sheet**

1. You may contact [CHFSDCCNBCP@ky.gov](mailto:CHFSDCCNBCP@ky.gov) with any questions regarding KARES and background checks.
2. The Division of Child Care recommends starting the interstate process **before** fingerprinting. Sometimes, fingerprints and the KARES process take less than 30 days.
3. Request a background check from the state(s) the applicant has resided in the last five years excluding those participating in the National Fingerprint File. (Please see the attached, "National Fingerprint File (NFF)", III Participation Only, coded with blue).
4. It is mandatory to conduct a Child Abuse and Neglect Registry Check and a Sex Offender Check from each state the applicant has resided in the last five years. (Please see the attached, "Out of State Flow Chart").
5. All states have 30 days to respond before an applicant will automatically be made eligible. If no response is received in 30 days, the Division of Child Care will make your applicant eligible for hire.
6. The Division of Child Care will assist you in finding the correct information for the states you need to contact; however, we will not always be able to fulfill and send the request in certain circumstances. For example, signatures, payment, and notaries may or may not be required.
7. Always keep records when you send your request, including the results of the request.
8. All results need to be uploaded into KARES by the Division of Child Care **or** the provider. For example, if results are sent to the Division of Child Care, we will upload those into KARES and email the provider a copy. If the provider is sent the results, they may upload it themselves or email it to [CHFSDCCNBCP@ky.gov](mailto:CHFSDCCNBCP@ky.gov) and the Division of Child Care will upload it upon request.

9. Some states are “closed” states and will not send records for employment purposes. This is a valid response and documentation should be uploaded into KARES showing the state is “closed”. For example, we know California is a “closed” state; however, we may not know that a different state is “closed” until they are contacted.

10. Do not hire anyone “Provisionally” even if you see that option in KARES. You may hire your applicant once they have been determined eligible and all background checks are completed, **or** 30 days have lapsed since the request was made.

11. Find the state contact list on the Division of Child Care website. The list will provide instructions to obtain records from each state. [https://ChildCareta.acf.hhs.gov/sites/default/files/new-occ/resource/files/Interstate\\_Child\\_Care\\_Background\\_Check\\_Contact\\_Lis\\_0.pdf](https://ChildCareta.acf.hhs.gov/sites/default/files/new-occ/resource/files/Interstate_Child_Care_Background_Check_Contact_Lis_0.pdf)

12. The Legal Guardian of an applicant under the age of 18 is required to fill out the “Parental Consent Form”. Then, the applicant can be entered into KARES. (Please see the “Parental Consent Form” attached).

13. The Child Abuse and Neglect (CAN) Check is automatically completed when **ALL** applicants are entered into KARES. The CAN Checks **are not** required to be completed separately.