

Background Check and KARES Reminders for Child Care Providers

Following the steps below will help you remain in compliance with regulations. If you have any questions or need assistance with the background check process, send an email to the help desk at CHFSDCCNBCP@ky.gov.

1. Child Care Providers must enter a new KARES application for each prospective employee. Regardless of the current fitness determination for the prospective employee (new employee) or current employee (5-year re-fingerprint requirement, or expired application), always enter a new KARES application associated with your center/facility/business.

Following are some examples you may see on a Fitness Determination Profile:

- Eligible-EXPIRED
- Eligible for Employment through (date)
- New Application Needs to be Submitted
- Not Eligible
- Ready for Determination
- Eligible for Employment

NOTE: Entering a new application allows the provider to hire the prospective employee and placed on the correct roster in KARES once Division of Child Care (DCC) Professional Development and Fitness Determination (PDFD) Staff have made an eligibility determination.

2. It is strictly prohibited to share user access for a Kentucky Online Gateway (KOG) Account. Every person in your facility responsible for submitting background checks MUST have their own KOG log in credentials. Each KOG account user must have a unique email address registered with KOG. To request an invitation, email the DCC Fitness Determination Staff for guidance and next steps at: chfsdccbcp@ky.gov.

NOTE: As a reminder, the notice below is posted on the KARES homepage:

“You are accessing a restricted information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and may be subject to criminal and/or civil penalties. Use of the system indicates consent to monitoring and recording.”

3. If a provider has a **current** employee with expired eligibility, you must start a new application to obtain a new background check. Remove the employee from duties until the new check is completed and cleared in KARES. Once the new application has been determined eligible by DCC Fitness Determination Staff, the provider will need to click “Hire” on the new application and “separate” them from the expired application.
4. If the employee no longer works at the facility, ensure they are properly “Separated” from the KARES roster. Or if you have an employee that appears more than once on your roster, “separate” the expired application/s. (On the roster in KARES the expired applications are **red**, and the current applications are **green**.) To “separate” the employee from your roster, follow these steps:
 - Go to <https://kares.ky.gov/kares/Home>
 - Click “Affiliates” > click “roster”
 - Enter provider facility name from dropdown box > click “search”
 - Locate the row with the employee’s name
 - Go to the “Action” column > click “edit”
 - Go to “Employee Status” drop down box > click “separate” > enter separation date > click “save”
5. **If you are no longer in business:** Inform DCC by sending an email to the Help Desk at CHFSDCCNBCP@ky.gov . Include the following:
 - Child care facility name
 - License number
 - Facility address
 - Your name and former position at the facility

Thank you,

Fitness Determination Section

Division of Child Care