



Military Provider Background Check Guide Vermont

Purpose

All Vermont providers receiving fee assistance for serving U.S. Navy and U.S. Air Force families are required to have completed an Advanced FBI Fingerprint check. This includes all employees working in the center or facility when children are present and all adults (Provider and anyone 18 years of age and older) residing for 30 days or more in the family child care home, or working in the family child care home. This guide has been created to assist in the process of acquiring the FBI check for you and your staff.

Step 1 – Sign and Submit the Updated ULA

Child Care Aware® of America (CCAoA) has updated the terms of its Provider User Licensing Agreement (ULA). In order to remain eligible for the military fee assistance programs, all providers must sign an updated copy of the ULA. This can be done by completing the document hosted here: [Military Provider ULA](#), e-signing via Adobe EchoSign here: [E-sign Military Provider ULA](#) or by contacting CCAoA directly at 1-800-424-2246, Option 4 for more options. The ULA can be submitted to the contact information listed below. Please include your Provider ID# to ensure your account will be updated accordingly.

Step 2 – Submit the Staff List and Background Check Verification Form

A staff list is required from all providers. This form requests consent that CCAoA will receive verification that the applicable checks have been completed for all staff. Child Care Center/ Family Child Care Home staff list may be submitted in lieu of this form, so long as it contains the following: Staff, Volunteer or Household Member Name, date of hire and position. The owner, director or Authorized party must also consent that CCAoA will receive verification that the applicable checks have been completed for all staff listed.

The staff list may be downloaded here: [Staff List](#)

You may also complete your facility's staff list online and e-sign via Adobe EchoSign by clicking here: [E-sign Provider Staff List and Background Check Verification Form](#)



1515 N. Courthouse Rd, 2nd Floor
Arlington, VA 22201
Phone: 1-800-424-2246, Option 4
Fax: 571-255-4911
BGC@usa.childcareaware.org



Step 3 – Obtain the FBI Check

PLEASE NOTE: Some providers may have already completed their fingerprint-based FBI check in Vermont. Please contact your licensing representative if you feel that this check may have already been completed. If so, please forward the confirmation that you/ your staff have already undergone the fingerprint- based check.

All providers in Vermont will need to independently complete a request to the FBI, for their Identity History Summary (FBI fingerprint check). Instructions on how to complete this process available on our website in video, presentation and document form.

For detailed instruction on completing your FBI check, please see the following website: [Vermont Resources](#)

Results of the Identity History Summary Request (FBI fingerprint check) are to be returned directly to Child Care Aware ® of America. Once we receive the results from the FBI we will be able to adjudicate the results in order to make a suitability determination. Please see our name/ mailing address below (put our mailing address for the “Mail Results to Address” on the FBI application):

**C/O: Child Care Aware ® of America
ATTN: Background Check Program
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Arlington, VA 22201
Phone: 1-800-424-2246 Option 4**



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