



# Background Check Grant Application

## **PROGRAM OVERVIEW**

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Thank you for your continued participation in the Navy and Air Force Fee Assistance Programs.

The U.S. Navy, U.S. Air Force and Child Care Aware® of America (CCAoA) understand the important role a child care provider plays in establishing a safe environment for all children in their care. One of the critical components in the safety of children in child care is a Background Check.

On October 1, 2014, the U.S. Navy and U.S. Air Force established a new requirement that community based child care providers serving Navy and Air Force children will be required to have Advanced FBI Fingerprint and State Child Abuse and Neglect Registry Background Checks. 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 application has been created to assist those providers requiring financial assistance in completing their Advanced FBI Background Check.

**Please note that all grant funding will be provided to facilities on a reimbursement basis. Receipts must be provided for any costs accrued due to fingerprinting. Please only submit this application once all required background checks have been submitted to CCAoA.**

## **WHO IS ELIGIBLE**

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**Grant eligibility varies based upon the number of staff employed by the center or family child care home. All providers must provide a statement demonstrating financial need for this grant.**

## **ELIGIBILITY REQUIREMENTS AND GRANT AMOUNTS BY PROVIDER TYPE**

**Grant eligibility varies based upon the number of staff employed by the center or family child care home. All providers must provide a statement demonstrating financial need for this grant. All grant funding will be provided to facilities on a reimbursement basis.**

### **A. Staff Number: 1-25**

This section applies to facilities that employ between 1-25 staff simultaneously. If your facility has 26 or more staff, you will need to apply for Grant B.

Grant A will cover the following costs:

- 100% of costs associated with obtaining an FBI fingerprint check (not to exceed \$28.00 per applicant) are covered for up to 25 staff.

1515 N. Courthouse Rd, 2<sup>nd</sup> flr  
Arlington, VA 22201  
Phone: 1-800-424-2246, Option 7  
Fax: 571-255-4911  
BGC@usa.childcareaware.org



- In the event of staff turnover, up to 10 total additional applicants are eligible for 100% of costs associated with obtaining an FBI fingerprint check (not to exceed \$28.00 per applicant).
- Grant A may be applied to a maximum of 35 total individuals. This includes 25 initial applicants and 10 additional applicants that began working at the facility after the initial grant application was submitted.

### **B. Staff Number: 26 or more**

This section applies to facilities that employ 26 or more staff simultaneously.

Grant B will cover the following costs:

- 64% of costs associated with obtaining an FBI fingerprint check (not to exceed \$18.00 per applicant) are covered for up to 40 staff.
- In the event of staff turnover, up to 16 total additional applicants are eligible for 64% of all costs associated with obtaining an FBI fingerprint check (not to exceed \$18.00 per applicant).
- This grant may be used for no more than 56 total individuals. This includes up to 40 initial applicants and 16 additional applicants that began working at the facility after the initial grant application was submitted.

## **HOW TO APPLY**

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Please fill out the attached application **COMPLETELY** and legibly. Once completed, all documents should either be faxed or emailed to CCAoA.

### **Application Checklist:**

1. Completed application, signed and dated.
2. List of staff members for whom the request is being made.

### **Application Submission Information:**

Child Care Aware® of America  
ATTN: Background Check Program  
1515 N Courthouse Rd, 2<sup>nd</sup> Flr  
Arlington, VA 22201  
Fax: 571-255-4911  
Email: [bgc@usa.childcareaware.org](mailto:bgc@usa.childcareaware.org)

## **FOR MORE INFORMATION**

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*For more information regarding the Advanced FBI Background Check Grant Application and evaluation process please feel free to contact Child Care Aware® of America: Background Check Department via email at [bgc@usa.childcareaware.org](mailto:bgc@usa.childcareaware.org) or call us at 1-800-793-0324, Option 7.*

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## Advanced FBI Background Check Grant Application

### **PART ONE: YOUR INFORMATION**

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*Complete this application in blue or black ink. Please print clearly.*

Business Owner (LAST, FIRST, MIDDLE INITIAL)		Business Name	
Work Street Address		City, State, ZIP	
Email Address		Provider ID#	
Work Phone	Home Phone		
Military Branches Served (Please Check all that apply)			
<input type="checkbox"/> U.S. AIR FORCE <input type="checkbox"/> U.S. NAVY			

### **PART TWO: PERSONAL STATEMENT OF FINANCIAL NEED**

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*Please use the space provided below to explain why you are applying for this grant. Please print CLEARLY and NEATLY!*



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**PART THREE: STAFF INFORMATION**

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**Please attach your staff/household member list to this application. If you are only applying for a portion of your staff or household members, please indicate on the form which staff members you are applying for by circling or placing a check box next to the appropriate name. All names that are not marked will not be considered in this application process.**

*Employees or household residents requesting the grant.*

Name (LAST, FIRST, MIDDLE INITIAL)	Date of Hire MM-DD- YYYY	Cost to Complete Check




**READ AND SIGN**

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**Statement of Understanding-** By signing below, I certify that I have attached all applicable forms. I certify under penalty of disqualification that all statements and documentation relating to this application are true. I understand that incomplete or inaccurate information may adversely affect my facility’s eligibility under this program to receive reimbursement and may include repayment to Child Care Aware of America. I also understand that this grant is contingent upon the availability of U.S. Navy and U.S. Air Force funding.

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X

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Print Name

Sign

Date

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