



Kansas Child Care Licensing Program Out-of-State Background Check Requirements

Who is required to have Out-of-State Background Checks?

Pursuant to 45 C.F.R. 98.43(e), the Child Care Licensing program with the Kansas Department of Health and Environment (“KDHE”) is required to conduct out-of-state **child abuse and neglect registry AND criminal background checks**, on individuals who currently reside, work, or volunteer in a child care facility who have indicated that they currently live in, or have lived in, another state within the past five years.

How do I complete an Out-of-State Background Check?

In order to complete the required child abuse and neglect and criminal background checks, you need to have your employee complete the necessary form(s) OR email the requested information shown on this website to KDHE’s Legal Department **within five days** of notification to Child Care Licensing of the employee’s out-of-state status. **Please read all instructions on the form(s) carefully and adhere to any additional requirements, such as including a copy of a photo ID or getting the document notarized. Forms can be found here on the Child Care Licensing website.** Although we have listed some common mistakes made on states’ forms, this is **NOT** a complete listing of each form’s necessary requirements. **READ EACH FORM CAREFULLY.**

Please note you are not responsible for any fees listed on the form. CCL will pay the fee for out-of-state background checks. Once you have completed the form and gathered any required documents or information, please email (do not email if an original form or signature has been requested by the State), or mail the completed form(s) and other required documents to:

Shannon Stevens
Office of Legal Services
Kansas Department of Health & Environment
1000 SW Jackson, Ste. 560
Topeka, Kansas 66612
Shannon.stevens2@ks.gov

REGARDLESS of what the form states, **DO NOT** mail or email the form(s) to the state. The form(s) **MUST BE** mailed by KDHE to the state. Failure to mail the form(s) back to KDHE, delays in mailing the form(s) back to KDHE, errors on the form(s), or missing documents will delay the completion of the out-of-state background check(s).

If you have any questions regarding this letter or the out-of-state process, please contact 785-296-0088.