

Checklist for Household Member Record

(To be completed on all household members over 14 years.)

_____ Household member is: Over 14 years old Over 18 years old
 Name of household member

Household members over 14 years old will obtain a Child Protective Services Central Registry Check.

- Child Protective Services Central Registry Check (CPS Check)** indicating NO founded complaint.

_____ (date mailed) _____ (date received) _____ (date updated) _____ (date updated) _____ (date updated)

*The provider will fill out the *Child Protective Services Central Registry Check* and send it to the Virginia Department of Social Services. Virginia Department of Social Services will search their data base and then return it.

*The *Child Protective Services Central Registry Check* is updated every three years.

Household members over 18 years old will request/complete three separate Criminal Background Checks.

- Sworn Disclosure Statement or Affirmation for Child Day Programs** indicating NO barrier crime.

_____ (date received) _____ (date updated) _____ (date updated) _____ (date updated)

*The provider completes the *Sworn Disclosure Statement or Affirmation* and places the completed form it in their record.

*The *Sworn Disclosure Statement or Affirmation* is updated every three years.

- Criminal History Record Check (State Police Report)** indicating NO barrier crime.

_____ (date mailed) _____ (date received) _____ (date updated) _____ (date updated) _____ (date updated)

*The provider will fill out the *Criminal History Record Check* and then send it to the Virginia State Police. The Virginia State Police will search their data base and then return it. You may also request this check online at <https://apps.vsp.virginia.gov/ncjis/publicforms.do>, select SP-230. If returned with a crime/conviction listed, the provider must review the barrier crimes list to verify the offense is not a barrier crime.

*The *Criminal History Record Check* is updated every three years.

- Child Protective Services Central Registry Check (CPS Check)** indicating NO founded complaint.

_____ (date mailed) _____ (date received) _____ (date updated) _____ (date updated) _____ (date updated)

*The provider will fill out the *Child Protective Services Central Registry Check* and send it to the Virginia Department of Social Services. Virginia Department of Social Services will search their data base and then return it.

*The *Child Protective Services Central Registry Check* is updated every three years.

Household members over 18 years old will obtain a Tuberculosis screening.

- Report of Tuberculosis Screening Children’s Program (TB Test).**

_____ (date received) _____ (date updated) _____ (date updated) _____ (date updated) _____ (date updated)

*Report of Tuberculosis Screening is updated every two years.

