FMgr Background Check Request (BCR) Checklist

Contractors (Regular/Recurring), Volunteers, Short Duration Contractors, "OTHERs", Military

For non-U.S. Citizen applicants, refer to IMCOM 30A HN/FN/3CFN

Applicant: _____

Initial and Reverification Document Requirements	
☒ **IMCOM Worksheet 30A** (1JUL24)	☒ **DA Form 5018** (SEP23, CSSC template required)
☒ **IMCOM Form 30** (1MAY22)	☒ **DD Form 2981** (DEC21)

Additional Document Requirements

☐ Contractors

☐ Initial	☐ 5-Year Reverification	☐ Transfer
☐ IMCOM Worksheet 29 (1JUL24)	☐ IMCOM Worksheet 29 (1JUL24)	☐ IMCOM Form 30 (1MAY22)
☐ OF-306 (rev. AUG23)		☐ IMCOM Worksheet 30A (1JUL24)
☐ Reference Check(s) – Only submit if reference is derogatory		☐ Authorization- Release previously completed background checks from **non-CDE entity (if applicable)**
☐ Proof of citizenship		☐ Current Resume
☐ Resume/Application		☐ Position Description
☐ Position Description		**Required for Transfers:**
		☐ I confirm that I have validated with the losing program/garrison that the applicant was in good standing and there are no actionable issues that would impact their childcare suitability.

☒ Volunteers, Short Duration Contractors, "Other"

☐ Initial	☐ 5-Year Reverification	☐ Transfer
☒ IMCOM Worksheet 28L (1MAY21)	☐ IMCOM Worksheet 28L (1MAY21)	☐ IMCOM Form 30 (1MAY22)
☒ Resume/Application		☐ IMCOM Worksheet 30A (1JUL24)
☒ Position Description		☐ Authorization- Release previously completed background checks from **non-CDE entity (if applicable)**
☐ Reference Check(s) – Only submit if reference is derogatory		☐ Resume/Application
		☐ Position Description
		Required for Transfers:
		☐ I confirm that I have validated with the losing program/garrison that the applicant was in good standing and there are no actionable issues that would impact their childcare suitability.

☐ Military

☐ Initial	☐ 5-Year Reverification	☐ Transfer
☐ IMCOM Worksheet 29 (1JUL24)	☐ IMCOM Worksheet 29 (1JUL24)	☐ IMCOM Form 30 (1MAY22)
☐ Summary of Child Services Duties		☐ IMCOM Worksheet 30A (1JUL24)
		☐ Summary of Child Services Duties
		Required for Transfers:
		☐ I confirm that I have validated with the losing program/garrison that the applicant was in good standing and there are no actionable issues that would impact their childcare suitability.

REVERIFICATION CASES ONLY: If the applicant's previous child background request was not processed through DAG1 CSSC, the following legacy documents must be provided (as applicable): Position Description/Summary of Child Services Duties, Resume/Application, OF 306 (original), Previous PRB Documents (CRESR Printout, Tab A, Tab C, Ta b I, 26A, 26B, Other PRB paperwork approved by GC (Tab K)).

FMgr Background Check Request (BCR) Checklist

Family Child Care (FCC) Provider
Family Child Care Substitute Provider
Respite Care Provider
Emergency Placement Care (EPC) Provider

Emergency Placement Care (EPC) requires both parents to be providers. When submitting family members for the Family Child Care (FCC) and Emergency Placement Care (EPC) program, use the Family/Household Members (FCC and EPC) BCR Checklist on page 3. All household members ages 12 and older MUST be listed on the IMCOM Form 30. **Note:** FCC Substitute and Respite Care Providers are not authorized Family/Household Members.

Provider's Name: _____

Initial and Reverification Document Requirements (All Categories)	
☐ **IMCOM Worksheet 30A** (1JUL24)	☐ **DA Form 5018** (SEP23, CSSC template required)
☐ **IMCOM Form 30** (1MAY22)	☐ **DD Form 2981** (DEC21)

Additional Document Requirements		
☐ Initial		
☐ **FCC/Substitute**	☐ **Respite**	☐ **Emergency Placement Care (EPC)**
☐ IMCOM Worksheet 29 (1JUL24)	☐ IMCOM Worksheet 29 (1JUL24)	☐ IMCOM Worksheet 29 (1JUL24)
☐ OF-306 (rev. AUG23)	☐ OF-306 (rev. AUG23)	☐ OF-306 (rev. AUG23)
☐ Position Description	☐ Position Description	☐ Position Description
☐ DA Form 5219 required	☐ Application or Resume	☐ ACS Application for EPC Program
☐ Reference Check(s) – Only submit if reference is derogatory	☐ Reference Check(s) – Only submit if reference is derogatory	☐ Reference Check(s) – Only submit if reference is derogatory
☐ Proof of citizenship	☐ Proof of citizenship	☐ Proof of citizenship
☐ Annual Reverification*		
☐ **FCC/Substitute**	☐ **Respite**	☐ **Emergency Placement Care (EPC)**
☐ Refer to initial and reverification documents	☐ Refer to initial and reverification documents	☐ Refer to initial and reverification documents
☐ Transfer		
☐ **FCC/Substitute**	☐ **Respite**	☐ **Emergency Placement Care (EPC)**
☐ IMCOM Worksheet 30A (1JUL24)	☐ IMCOM Worksheet 30A (1JUL24)	☐ IMCOM Worksheet 30A (1JUL24)
☐ IMCOM Form 30 (1MAY22)	☐ IMCOM Form 30 (1MAY22)	☐ IMCOM Form 30 (1MAY22)
☐ Position Description	☐ Position Description	☐ Position Description
☐ DA Form 5219 required	☐ Application or Resume	☐ ACS Application for EPC Program
☐ Authorization- Release previously completed background checks from non-CDE entity (if applicable)	☐ Authorization- Release previously completed background checks from non-CDE entity (if applicable)	☐ Authorization- Release previously completed background checks from **non-CDE entity (if applicable)**
Required for Transfers: ☐ I confirm that I have validated with the losing program/garrison that the applicant was in good standing and there are no actionable issues that would impact their childcare suitability.	**Required for Transfers:** ☐ I confirm that I have validated with the losing program/garrison that the applicant was in good standing and there are no action able issues that would impact their childcare suitability.	**Required for Transfers:** ☐ I confirm that I have validated with the losing program/garrison that the applicant was in good standing and there are no actionable issues that would impact their childcare suitability.

***REVERIFICATION CASES ONLY:** In Home Care Providers have an annual reverification requirement, therefore their checks should never be more than 12 months old. A reverification must be submitted within 75 days of the previous reverification date.

Family/Household Members (FCC and EPC) BCR Checklist

Family Child Care (FCC)- Family/Household Member
Emergency Placement Care (EPC)- Family/Household Members

This checklist is used to identify household members residing in a **Family Childcare (FCC)** or **Emergency Placement Care (EPC)** home. When submitting a child services background check request (BCR), it is essential to list all household members ages 12 years and older on the IMCOM 30 BCR Form, regardless of whether a background check is currently required. Only those household members requiring an initial or reverification background check will be annotated on this checklist. **Note:** FCC Substitute and Respite Care Providers are not authorized Family/Household Members.

Family/Household Member

Family/Household Member Name: _____

Initial and Reverification Document Requirements (FCC & EPC)	
☐ **IMCOM Worksheet 30A** (1JUL24)	☐ **DA Form 5018** (SEP23, CSSC template required)
☐ **IMCOM Form 30** (1MAY22)**: Only required when BCR is submitted separately from provider**	☐ **Reference Check(s)**: Only submit if reference is derogatory
☐ **DD Form 2981** (DEC21)	

Family/Household Member

Family/Household Member Name: _____

Initial and Reverification Document Requirements (FCC & EPC)	
☐ **IMCOM Worksheet 30A** (1JUL24)	☐ **DA Form 5018** (SEP23, CSSC template required)
☐ **IMCOM Form 30** (1MAY22)**: Only required when BCR is submitted separately from provider**	☐ **Reference Check(s)**: Only submit if reference is derogatory
☐ **DD Form 2981** (DEC21)	

Family/Household Member

Family/Household Member Name: _____

Initial and Reverification Document Requirements (FCC & EPC)	
☐ **IMCOM Worksheet 30A** (1JUL24)	☐ **DA Form 5018** (SEP23, CSSC template required)
☐ **IMCOM Form 30** (1MAY22)**: Only required when BCR is submitted separately from provider**	☐ **Reference Check(s)**: Only submit if reference is derogatory
☐ **DD Form 2981** (DEC21)	

Family/Household Member

Family/Household Member Name: _____

Initial and Reverification Document Requirements (FCC & EPC)	
☐ **IMCOM Worksheet 30A** (1JUL24)	☐ **DA Form 5018** (SEP23, CSSC template required)
☐ **IMCOM Form 30** (1MAY22)**: Only required when BCR is submitted separately from provider**	☐ **Reference Check(s)**: Only submit if reference is derogatory
☐ **DD Form 2981** (DEC21)	

Child Services Background Check

Citizenship/Legal Status Verification

For individuals needing a T1 or higher (with SCHR) or OFI-86C (SCHR)

To submit an investigation to the Office of Personnel Management (OPM), provide <u>ONE</u> (1) of the following to verify your citizenship/legal status:

- U.S. Birth Certificate
- U.S. Passport (current or expired)
- DS-1350 (Certification of Report of Birth)
- FS-545 (Certification of Birth Abroad)
- FS-240 (Consular Report of Birth Abroad)
- N-550 or N-551 or N-570 (Certificates of Naturalization)
- N-560 or N-561 (Certificate of U.S. Citizenship)
- I-327 (Re-enter Permit)
- I-551 (Permanent Resident Card)
- I-571 (Refugee Travel Document)
- I-766 (Employment Authorization Document)
- I-94 (Arrival/Departure Record) **<u>and</u>** Visa

Source: PSIP Requester Guide