

Background Checks for Teaching Artists & Arts Programs

A How-To Guide for JCPS Requirements 2022

Introduction

- Any organization providing services in JCPS schools more than a one-time basis and excluding field trips - will have to meet insurance and background check requirements.
- This impacts residencies and multi-session in-school workshops.
- There are two parts included in the required background check.
- These requirements have always been included in JCPS agreements directly with arts organizations.
- Fund for the Arts recommends that all teaching artists complete background checks and that organizations confirm insurance policies are up to date.

JCPS Requirements – Background Checks

Require all employees, volunteers and contractors (including employees of contractors) of Cultural Partner or selected arts organization performing services on JCPS school premises during JCPS school hours under this Agreement submit per KRS 160.380 to a national and state criminal history background check by department of Kentucky State Police and the Federal Bureau of Investigation and have a letter, provided by the individual, from the Cabinet for Health and Family Services stating no administrative findings of child abuse and neglect records maintained by the Cabinet for Health and Family Services.

JCPS Requirements – Background Checks

Prohibit Cultural Partner or selected arts organization contractors, employees, interns and volunteers under this Agreement from performing services under this Agreement and from remaining upon the premises of a JCPS facility for any purpose if the contractor, employee, intern or volunteer has been convicted of the following:

- Any conviction for sex-related offenses.
- Any conviction for offenses against minors.
- Any conviction for felony offenses except as provided in f below.
- Any convictions for deadly weapon-related offenses.
- Any conviction for drug-related offenses, including felony drug offences, within the past seven (7) years.
- Any conviction for violent, abusive, threatening or harassment related offenses; OR other convictions determined by the Superintendent/designee to bear a reasonable relationship to the ability of the applicant to serve as a volunteer.
- Cultural Partners or selected arts organization contactors, employees, interns, and volunteers
 under this Agreement shall immediately notify the school principal or the Volunteer Talent Center
 if they are convicted of or plead guilty to one of the criminal offenses listed above and shall
 immediately cease providing services under this Agreement and shall not remain upon premises
 of a JCPS facility for any purpose under this Agreement.

JCPS Requirements - Insurance

Cultural Partner or selected arts organization will maintain an all-risk property and casualty insurance policy with respect to the facilities and a policy of commercial general liability in amounts no less than \$1,000,000/\$2,000,000 per policy and provide JCPS with a certificate of insurance upon request.

Example Certificate of Liability Insurance (COI)

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Was there a change in requirements?

Senate Bill 15, March 2019, an act relating to school policies, KRS 160.380 amendment

Requirements for background checks shall be as follows: A superintendent shall require the following individuals to submit to a national and state criminal background check by the Department of Kentucky State Police and the Federal Bureau of Investigation and have a clear CA/N check, provided by the individual:

 Any adult who is permitted access to school grounds on a regularly scheduled and continuing basis pursuant to a written agreement for the purpose of providing services directly to a student or students as part of a school-sponsored program or activity

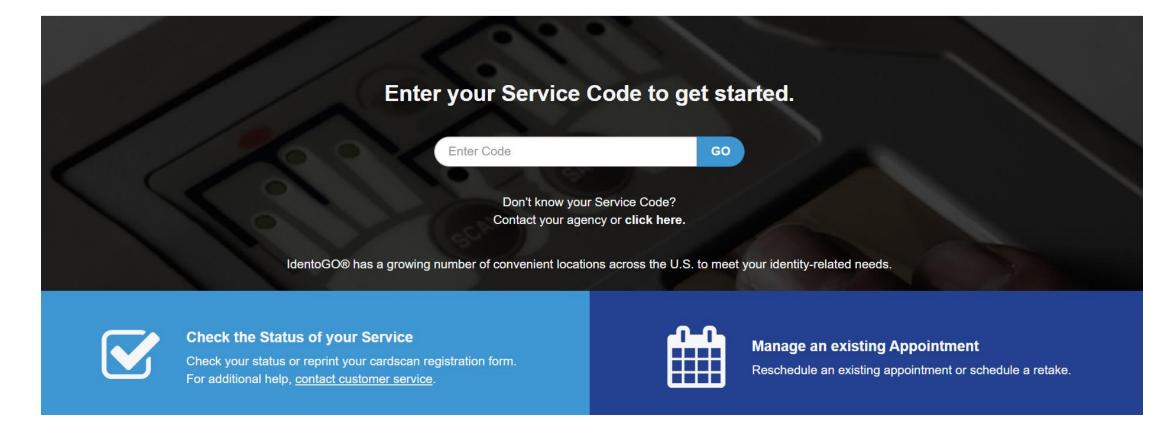
Background Check – Part 1

- To begin the national and state criminal background check by the Department of Kentucky State Police and the Federal Bureau of Investigation, you will register and complete a fingerprint scan and photograph through IdentoGO
- Visit https://uenroll.identogo.com to make an appointment
- Enter service code 27G265 (code is specific to JCPS)

Enter service code 27G265 (code is specific to JCPS)

IdentoGO





Click on "Schedule or Manage Appointment"

IdentoGO

English

27G265 - Kentucky Education-Jefferson County-Applicant

★ Back to Home

Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?

Find out which documents you need to bring to the enrollment center to facilitate processing.

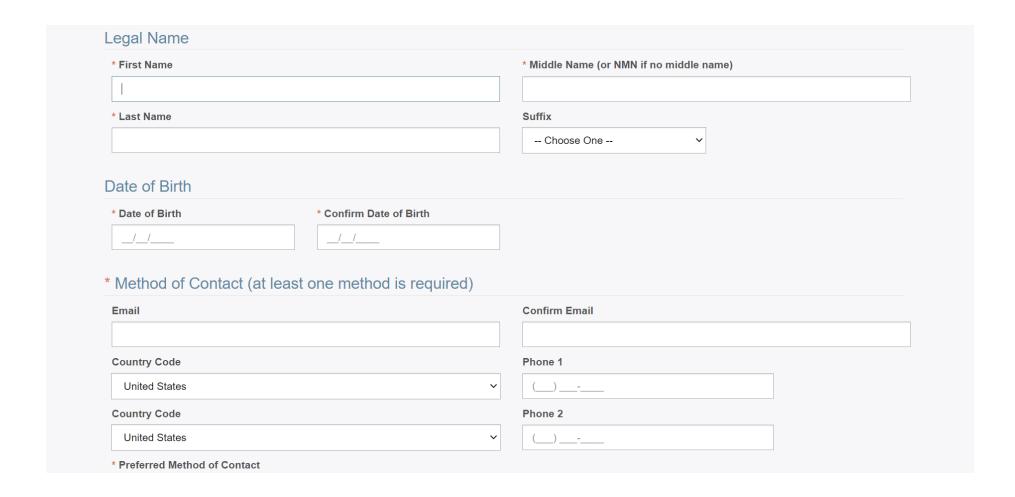
Locate an Enrollment Center

Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

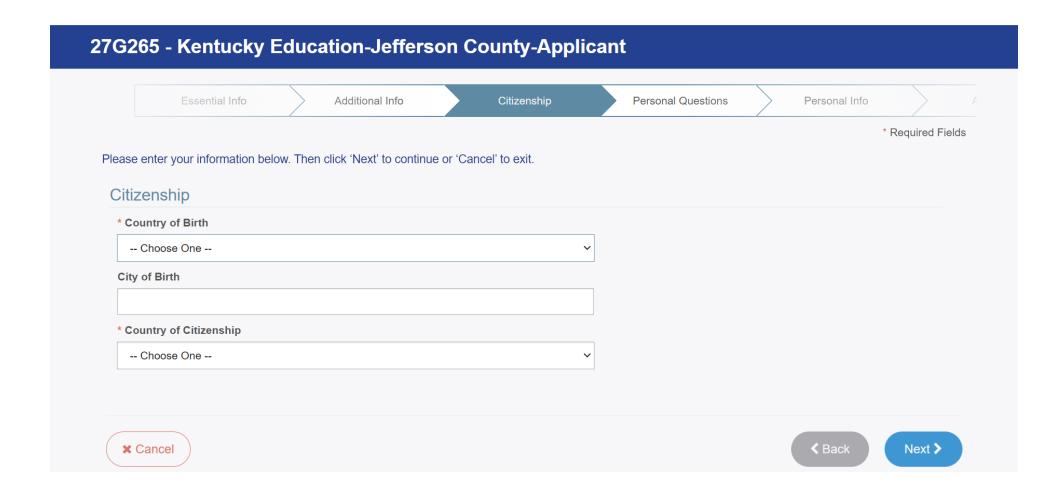
Enter name, date of birth, method of contact and click "Next" at the bottom right of your screen



For Occupation, select "Contractor" from the drop-down menu and then click "Next" on the bottom right of your screen

27G265 - Kentucky Education-Jefferson County-Applicant **Essential Info** Additional Info Personal Questions Citizenship * Required Fields Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit. Agency Identifiers * Occupation -- Choose One -- **⊀** Back Next > **X** Cancel

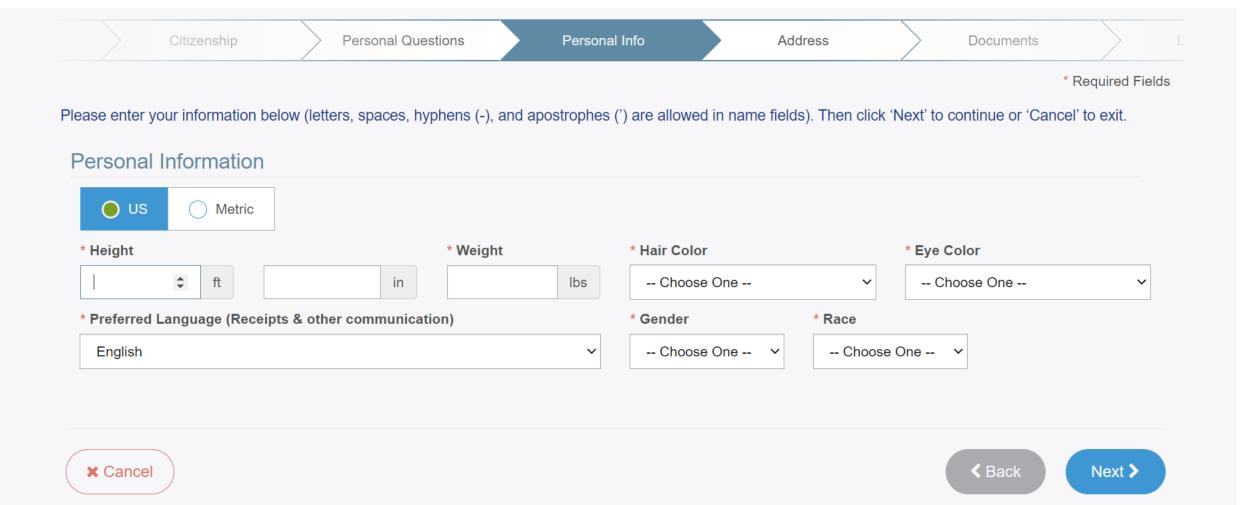
Enter Country, City and State of Birth, Country of Citizenship and click "Next" at the bottom right of your screen



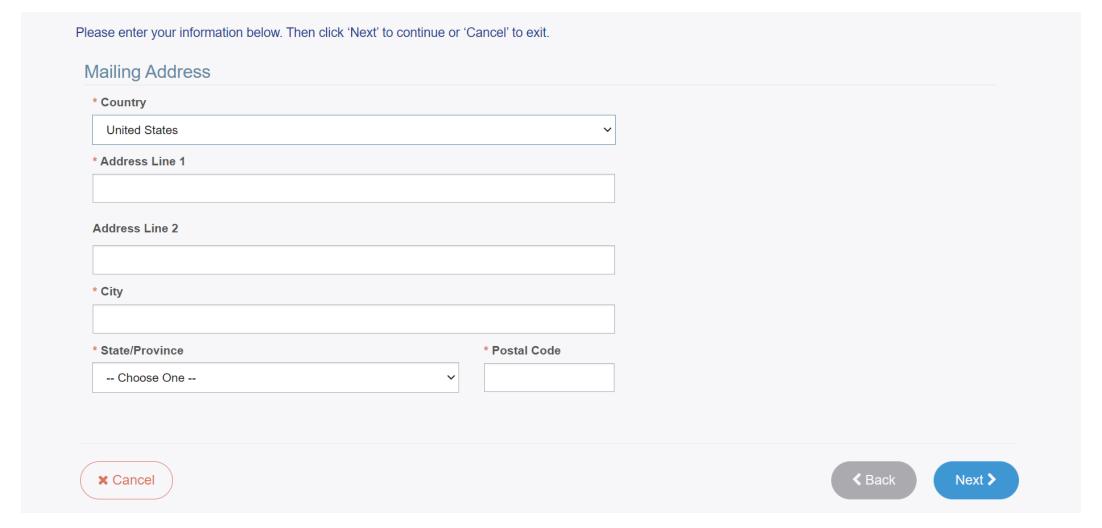
Answer the Personal Questions and click "Next" at the bottom right of your screen

| Please answer the questions belo | ow. Then click 'Next' to continue or 'Cancel' to exit. | | |
|-----------------------------------|---|--------|--|
| * Have you ever used an alias? | | Yes No | |
| * Is your mailing address the sam | ne as your residential address? | Yes No | |
| | Code (Coupon Code) that you will be using as a method of payment? ode available to enter on the website later in the scheduling process. | Yes No | |

Enter Personal Information and click "Next" at the bottom right of your screen



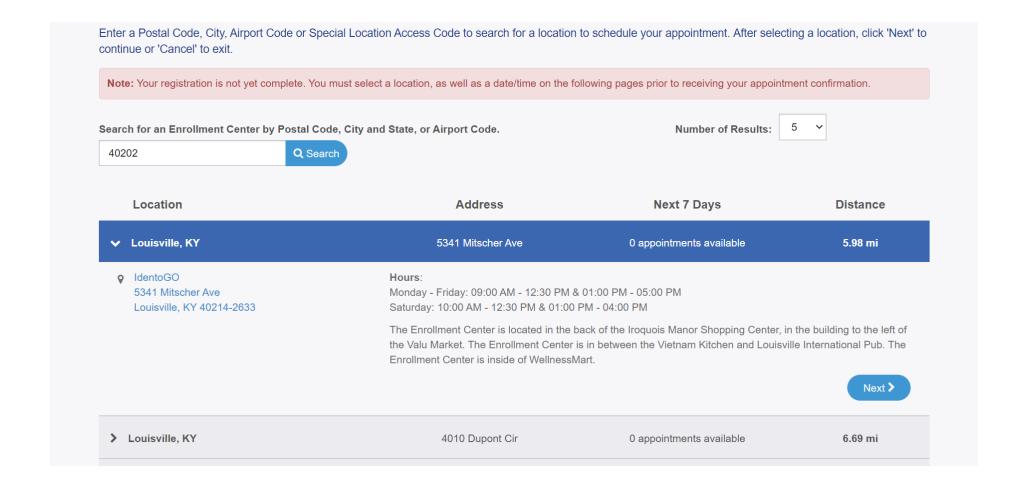
Enter Mailing Address and click "Next" at the bottom right of your screen



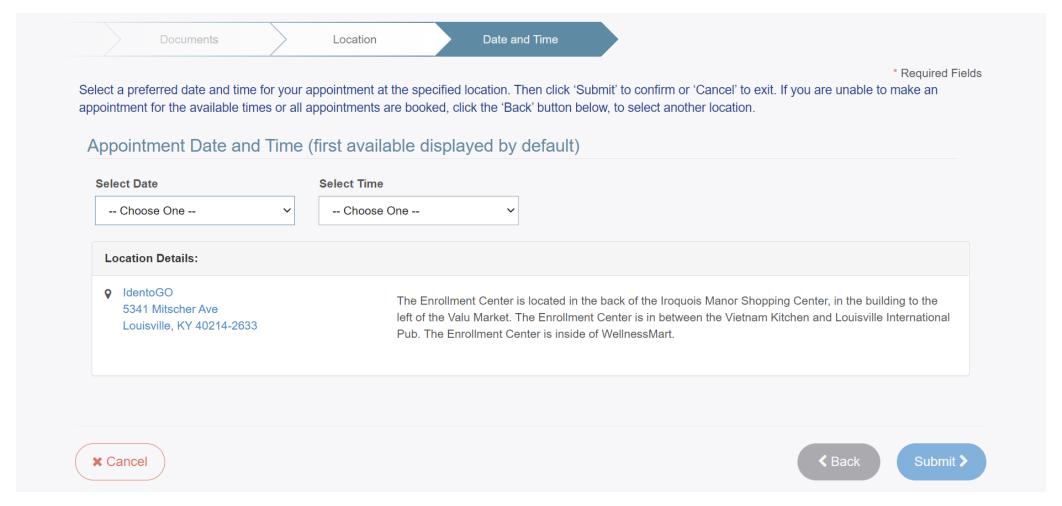
For Documents, select "Driver's License" or other document from the drop-down menu and then click "Next" on the bottom right of your screen



Search for a location to schedule your appointment and then click "Next" on the bottom right of your screen



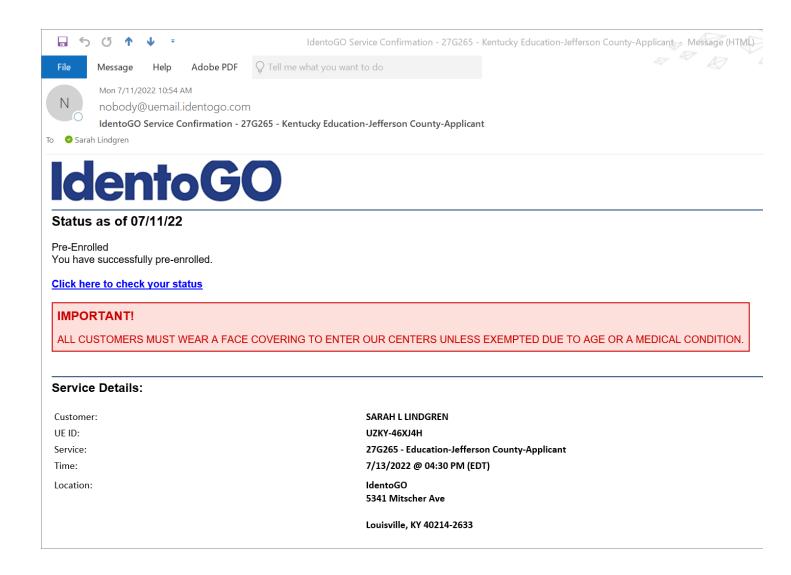
Select a date and time for your appointment and then click "Submit" on the bottom right of your screen



You will receive confirmation on the website and via email

For your scheduled appointment, be prepared for the following:

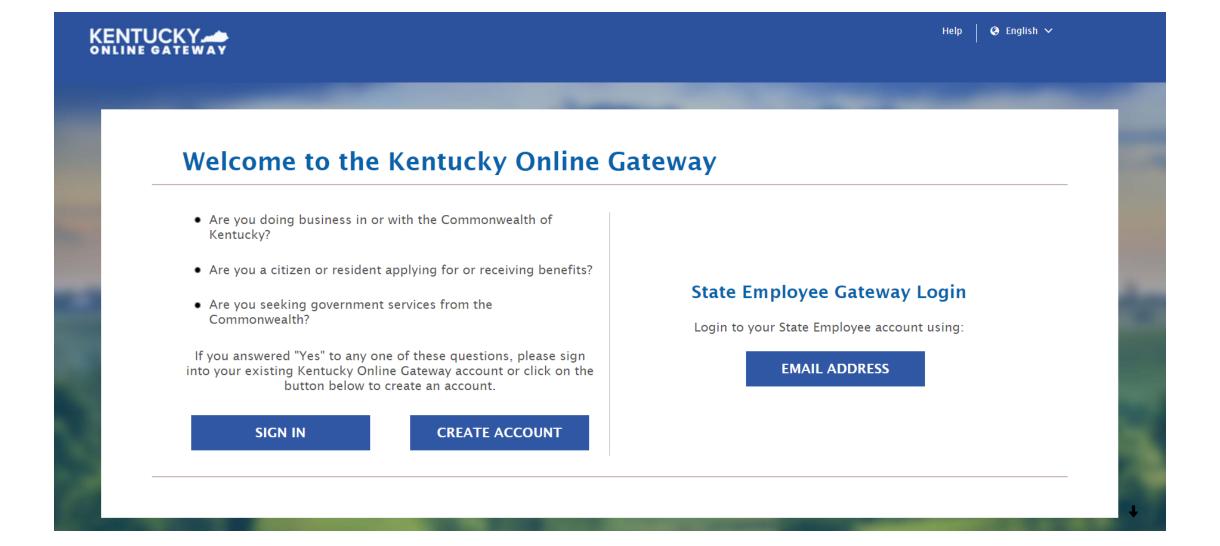
- Present the document indicated in the online form (driver's license or other document)
- A technician will assist you in scanning your fingerprints
- A technician will take your photograph
- Pay a fee of \$51.25
- Consider wearing a mask, as some IdentoGo locations share space with WellnessMart, where other health testing is performed



Background Check – Part 2

- To begin the child abuse and neglect background check by the Kentucky Cabinet for Health and Family Services, you will create an account on the Kentucky Online Gateway
- Visit https://ssointernal.chfs.ky.gov

Click "Create Account"



Enter your information and click "Sign Up" at the bottom right of your screen. Note, your email address will be your username.

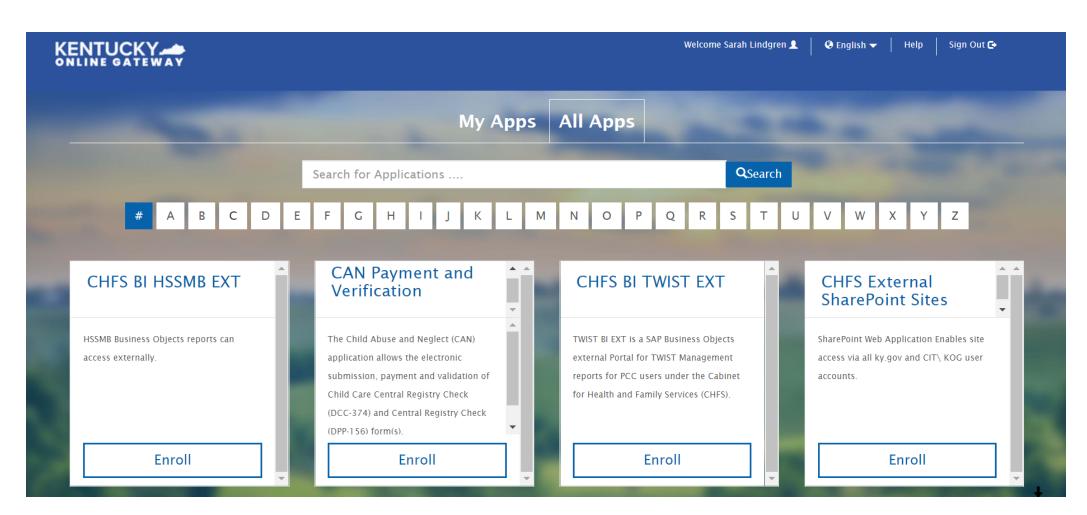
Please complete your Kentucky Online Gateway Profile

| | | ne Gateway (KOG) Account, please click ICEL button below to log into your |
|-----------------------------|---------------------------|--|
| Please fill out the form be | elow and click Submit whe | n finished. |
| * First Name | Middle Name | * Last Name |
| * E-Mail Address | *\ | /erify E-Mail Address |
| * Password | * \ | /erify Password |
| Mobile Phone | La | nguage Preference |

Complete your Kentucky Online Gateway Profile

- An E-Mail from KOG_DoNotReply@ky.gov is automatically sent to the E-Mail address provided. **NOTE: The requestor has 4 hours to complete the registration process, or a new registration must be completed.**
- Access your E-Mail account and click on the activation link in the Account Verification E-Mail to complete validation of the requested KOG profile.
- Once the user clicks on the E-Mail activation link the requestor will be sent to the Validate New Account screen, where they will be prompted to Continue to Sign In.
- User will be redirected to the **KOG External Gateway Log In** screen. Enter your username and password and click **Sign In**.

Select the letter "C" from the alphabet list and select CAN Payment and Verification from the application list and click Launch.



The CAN Payment and Verification home screen will be displayed

Kentucky.gov

CAN Payment and Verification

Welcome: slindgren@fundfortheartsergGuide

Welcome

Welcome to the CAN Payment and Verification system. This system allows you to request and pay for Child Abuse and Neglect Registry checks.

No refunds will be issued regardless of circumstances. Per Kentucky Revised Statutes, please allow up to 30 days for processing your request.

Instructions

To begin a new request, select the correct form from the Form Menu located in the upper left hand corner.

- For requests related to a licensed, certified or registered child care or an out of state child care employee, please complete the Child Care Central Registry Check (DCC-374).
- For all other child abuse neglect checks, please complete the Central Registry Check (DPP-156).
- FOR MINORS UNDER THE AGE OF 18, you must upload the parental consent form in order for your request to be processed. The request will be denied and your money will not be returned if this item is not uploaded.

The CAN Payment and Verification database requires a social security or taxpayer identification number. If you do not have a social security or taxpayer identification number, please submit a paper DCC-374(EN / SP) or DPP-156(EN / SP).

The CAN Payment and Verification Database does not accept international addresses. Please list US addresses only.

Please make sure to include an employer/agency name and email address on your request. This allows results to go directly to the employer/agency.

<u>For DPP 156 request only:</u> Agencies requesting Central Registry Checks on behalf of their employees, potential employees, or volunteers must upload a signed copy of the current DPP-156 (R. 8/2019) EN / SP form.

To check the status of a previously submitted request, select My Dashboard in the upper left hand corner

Using the toolbar at the top of the screen, click "Form" to select "Central Registry Check (DPP-156)" from the drop-down menu



Welcome

Welcome to the CAN Payment and Verification system. This system allows you to request and pay for Child Abuse and Neglect Registry checks.

No refunds will be issued regardless of circumstances. Per Kentucky Revised Statutes, please allow up to 30 days for processing your request.

On the Central Registry Check screen, check the box for "public school employee, student teacher, contractor" Scroll down to complete Personal Information and Address sections

Kentucky.gov

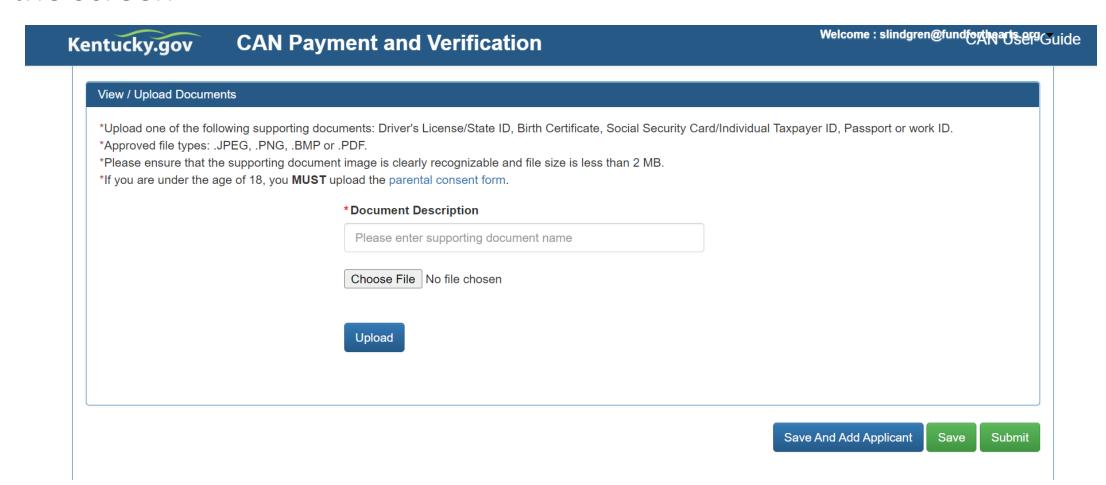
CAN Payment and Verification

Welcome: slindgren@fundfortheartsergGuide

CENTRAL REGISTRY CHECK

| * FOR THE FOLLOWING TYPES OF EMPLOYMENT OR VOLUNTEERISM, STATE LAW OR KENTUCKY ADMINISTRATIVE REGULATION AUTHORIZES A CHILD ABUSE/NEGLECT (CAN) CHECK AS A CONDITION OF EMPLOYMENT OR VOLUNTEERISM. PLEASE CHECK THE CATEGORY LISTED BELOW THAT APPLIES TO YOU FOR WHICH THE CHILD ABUSE OR NEGLECT CHECK IS BEING REQUESTED: |
|---|
| □ Child-Placing Agency (Foster/Adoption/Independent Living) Employee or Volunteer (Required by 922 KAR 1:310) |
| □ Residential Child-Caring Facility Employee or Volunteer (Institution/Group Home/Emergency/Wilderness) (Required by 922 KAR 1:300) |
| ☑ Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member (Required by KRS 160.380) |
| □ Private, Parochial, or Church School Employee or Student Teacher (Permitted by KRS 160.151) |
| ☐ Youth Camp Employee, Contractor, or Volunteer (Required by KRS 194A.380-194A.383) |
| □ Power of Attorney Regarding the Care and Custody of a Child (Required by KRS 403.352) |
| □ Supports for Community Living (SCL) Employee (Required by 907 KAR 12:010) |
| Michalla D. Weisser (Parwired by 007 KAD 4:025) |

Scroll down to upload documents (driver's license or other ID), and then click "Submit" at bottom right of the screen



Payment & Confirmation

- You may pay the \$10.00 fee by credit card/debit card and confirm with electronic signature
- Payment will be confirmed on the screen
- An E-Mail will be sent to the email address on file upon CAN Check request completion or cancellation stating that results are available for review.
- Log into your account on <u>https://ssointernal.chfs.ky.gov,</u> select "My Dashboard", there will be an option for result, edit or print.



In Review

- Any organization providing services in JCPS schools more than a one-time basis and excluding field trips - will have to meet insurance and background check requirements.
- This impacts residencies and multi-session in-school workshops.
- There are two parts included in the required background check.
- These requirements have always been included in JCPS agreements directly with arts organizations.
- Fund for the Arts recommends that all teaching artists complete background checks and that organizations confirm insurance policies are up to date.

Questions?

Contacts:

Fund for the Arts
Community Investment Team
502-582-0100
grants@fundforthearts.org

(for assistance in verifying status of background checks)
Toni Martin
Jefferson County Public Schools
502-485-3370
toni.martin@jefferson.kyschools.us