Background Checks for Teaching Artists & Arts Programs

A How-To Guide for JCPS Requirements

2023

Introduction

- Any organization or teaching artist 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)

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: Criminal Records Check (CRC)

- 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®

English ▾

Enter your Service Code to get started.

Enter Code | **GO**

Don't know your Service Code?
Contact your agency or **click here.**

IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

✓ **Check the Status of your Service**
Check your status or reprint your cardscan registration form.
For additional help, contact customer service.

📅 **Manage an existing Appointment**
Reschedule an existing appointment or schedule a retake.

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 **First, Middle, and Last Name, Date of Birth, Method of Contact**, and click "Next" at the bottom right of your screen.

Note: If you provide an email address as the method of contact, you will receive notifications via email. If you do not provide an email address, contact will be made via phone only.

For **Occupation, select "Contractor"** from the drop-down menu and then click "Next" on the bottom right of your screen
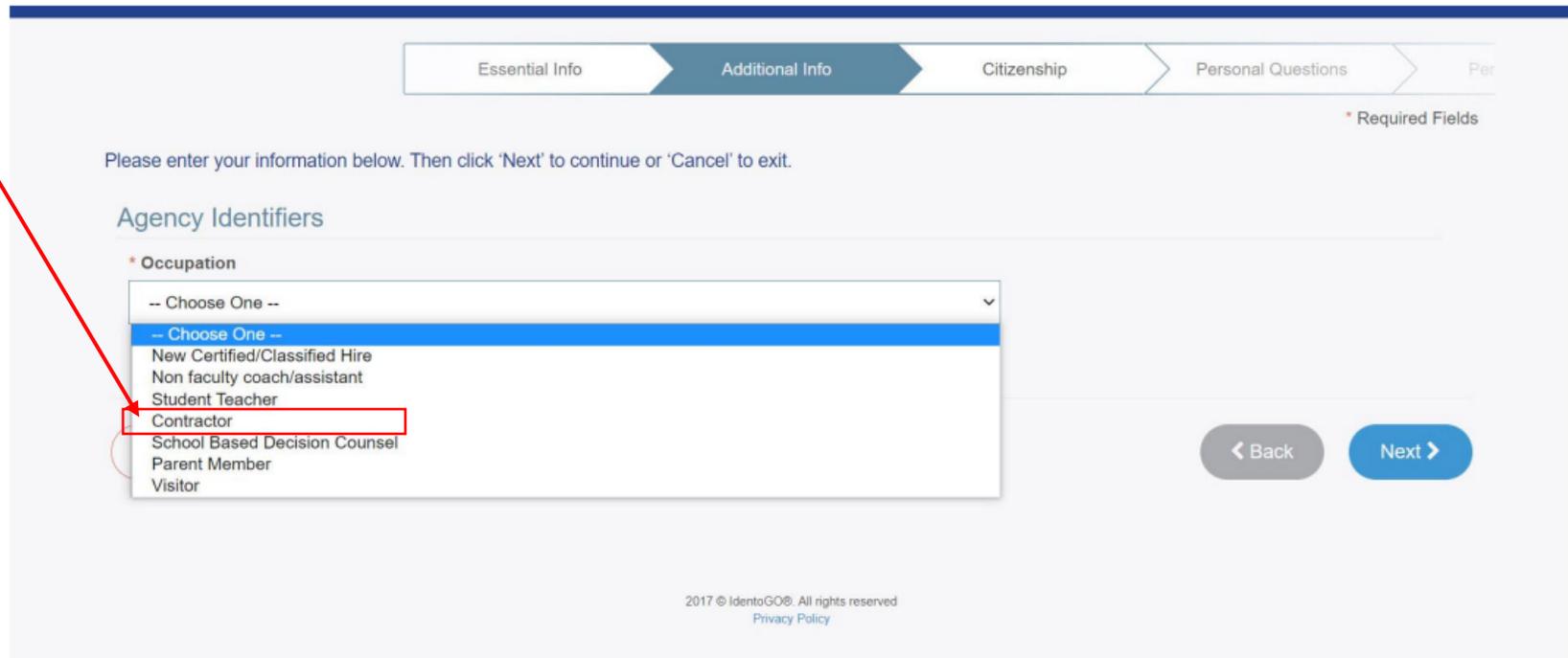
Enter **Country, City of Birth, Country of Citizenship** and click "Next" at the bottom right of your screen

27G265 - Kentucky Education-Jefferson County-Applicant

| Essential Info | Additional Info | Citizenship | Personal Questions | Personal Info |

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* **Country of Birth**

-- Choose One --

City of Birth

* **Country of Citizenship**

-- Choose One --

✖ Cancel   ❮ Back   Next ❯

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

Note: Unless otherwise provided, select "No" for "Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?"

| Additional Info | Citizenship | **Personal Questions** | Personal Info | Address | Do |

* Required Fields

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias?   ○ Yes   ○ No

* Is your mailing address the same as your residential address?   ○ Yes   ○ No

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?   ○ Yes   ○ No
  NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

✕ Cancel   ‹ Back   Next ›

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

| Citizenship | Personal Questions | **Personal Info** | Address | Documents |

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

US ⬤   ○ Metric

* Height

[ ] ft   [ ] in

* Weight

[ ] lbs

* Hair Color

-- Choose One --

* Eye Color

-- Choose One --

* Preferred Language (Receipts & other communication)

English

* Gender

-- Choose One --

* Race

-- Choose One --

✖ Cancel   ❮ Back   Next ❯

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

Service Code – Service Name

| hip | Personal Questions | Personal Info | Address | Documents | Location | Date and Tir |

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country

-- Choose One --

* Address Line 1

Address Line 2

* City

* Postal Code

✖ Cancel   ‹ Back   Next ›

For **Documents**, select the document type you wish to bring with you to your appointment from the drop-down menu. We recommend "Driver's License", or other frequently carried or available document. Click "Next" on the bottom right of your screen.

27G265 - Kentucky Education-Jefferson County-Applicant

| Personal Info | Address | Documents | Location | Date and Time |

* Required Fields

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document

Driver's License issued by a State or outlying possession of the U.S.

* Does the name you are enrolling under match the name on all documents selected?   ○ Yes   ○ No

Bring the following Required Identity Documents to your enrollment:
1. Driver's License issued by a State or outlying possession of the U.S.

✖ Cancel   ‹ Back   Next ›

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

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

40202   🔍 Search

Number of Results: 5 ▼

Location	Address	Next 7 Days	Distance
⌄ **Louisville, KY**	5341 Mitscher Ave	0 appointments available	5.98 mi

📍 IdentoGO
5341 Mitscher Ave
Louisville, KY 40214-2633

Hours:
Monday - Friday: 09:00 AM - 12:30 PM & 01:00 PM - 05:00 PM
Saturday: 10:00 AM - 12:30 PM & 01:00 PM - 04:00 PM

The Enrollment Center is located in the back of the Iroquois Manor Shopping Center, in the building to the left of the Valu Market. The Enrollment Center is in between the Vietnam Kitchen and Louisville International Pub. The Enrollment Center is inside of WellnessMart.

Next ❯

❯ **Louisville, KY**	4010 Dupont Cir	0 appointments available	6.69 mi

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 or phone*

For your scheduled appointment, be prepared for the following:

- Present the document indicated in the online form (i.e. 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 $53.25

- Consider wearing a mask, as some IdentoGo locations share space with WellnessMart, where other health testing is performed

*You will receive confirmation via the Method of Contact provided (see slide 10).

Important CRC Links and Contact Numbers

Registration Website: https://uenroll.identogo.com/

To view a list of locations please visit this website: Location Finder (to enter City or Zip Code) https://www.identogo.com/locations

Customer Service Number: (844) 543-9714

Background Check – Part 2: Child Abuse and Neglect (CAN) Check

- 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

- Please note: you will be required to upload at least one form of supporting documentation to this check: valid driver's license or state ID, birth certificate, social security card or individual taxpayer ID, passport or work ID. Please have one of these ready.

If you already have an account, click "Sign In"
If this is your first time logging in, click "Create Account"

Create Account: Enter all required information (marked with *) and click "Sign Up" at the bottom right of your screen. Note, your email address will be your username.

Complete your Kentucky Online Gateway Profile

- An E-Mail from <u>KOG_DoNotReply@ky.gov</u> 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.**

Click **"All Apps"** and select the letter **"C"** from the alphabet list, then click **"Enroll"** under **CAN Payment and Verification.**

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

The CAN Payment and Verification home screen will be displayed

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.

For DPP 156 request only: 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

On the Central Registry Check screen, check the box for "Public School Employee, Student Teacher, Contractor…"

Note: It is essential that this box is appropriately checked, otherwise your application may be rejected, and refunds are not available.

Kentucky.gov — **CAN Payment and Verification**

Welcome : slindgren@fundforthearts.org
CAN User Guide

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)

☐ Michelle P. Waiver (Required by 907 KAR 1:835)

Enter Personal Information and Current Address

Note:

All **Personal Information** fields are required. If either Middle or Maiden/Nick/Other Name is not applicable enter N/A. If you do not have a Social Security or Taxpayer Identification number, enter all 9s in the SSN field and use the Other box under Regulations to explain why you are using all 9s.

If you have not lived at your **current address** for longer than 5 years, select "No," and a second question will appear asking if your previous address is/was International. If "No", the Previous Address section will populate. Click on "Add Previous Address". If you have more than one additional address, click on "Add Previous Address" again until you have entered all the necessary addresses.

Personal Information

Personal information regarding the individual submitting to a child abuse or neglect check

*First Name
Ex. John

*Last Name
Ex. Smith

*Middle Name
Ex. Jones

*Maiden/Nick Name/Other
Ex. Dave

*Sex
-- Please select a Sex --

*Race
-- Please select a Race --

*Date of Birth
MM/DD/YYYY

*Social Security/Individual Taxpayer Identification #
xxx-xx-xxxx

*Date of Initial Hire
MM/DD/YYYY

Current Address

*Address Line 1
Ex. 123 Main St

Address Line 2
Ex. Apt 10 Or Suite 200

*City
Ex. Frankfort

*State
-- Please select a State --

*Zip Code
Ex. 12345

*Living at the current address longer than 5 years? ● Yes ○ No

Enter the following information into the **Entity Requesting Information** box: Jefferson County Public Schools, 3332 Newburg Road, Louisville, Kentucky, 40218. **Do not check the box** next to "In addition to receiving the results myself..."

Entity Requesting Information

Please enter the information of your employer, agency, school, church, organization, etc. that requires this check to be completed as a condition of your employment or volunteerism.

* Name

Jefferson County Public Schools

* Address Line 1

3332 Newburg Road

Address Line 2

Ex. Apt 10 Or Suite 200

* City

Louisville

* State

Kentucky

* Zip Code

40218

🚫 **In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency. Results will not be mailed**

Upload documents (driver's license or other preferred ID), and then click "Submit" at bottom right of the screen.

Please Note: You will need to scan or photograph and save your chosen document to the devise from which you are completing this form before completing this step. Clicking just "Save" will save the current request to be submitted later. If you are an organization submitting this form for multiple Teaching Artists/staff, click "Save and Add Applicant" instead of "Submit" at the bottom right of the screen. Up to 10 CAN checks can be processed under one submission.

Kentucky.gov — **CAN Payment and Verification**

Welcome : slindgren@fundforthearts.org
CAN User Guide

View / Upload Documents

*Upload one of the following supporting documents: Driver's License/State ID, Birth Certificate, Social Security Card/Individual Taxpayer ID, Passport or work ID.
*Approved file types: .JPEG, .PNG, .BMP or .PDF.
*Please ensure that the supporting document image is clearly recognizable and file size is less than 2 MB.
*If you are under the age of 18, you **MUST** upload the parental consent form.

* Document Description

Please enter supporting document name

Choose File   No file chosen

Upload

Save And Add Applicant   Save   Submit

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 **https://ssointernal.chfs.ky.gov**, select "My Dashboard", there will be an option for result, edit or print.

- Note: Refunds are not given for any reason, so make sure all information provided is correct. If you are unsure of any details, please reach out to grants@fundforthearts.org before paying.

Print, Save, and Submit CAN Check to JCPS

- Your CAN check is not complete until you've emailed your results to JCPS.

- An E-Mail will be sent to the email address on file upon CAN check request completion stating that *results are available for review.*

- Log in to your account on https://ssointernal.chfs.ky.gov and select "My Dashboard".

From your Dashboard, click the **"Print"** button next to the CAN check you want to submit to JCPS. This will open a PDF file that you can print and scan or **save**. You might have to "Print to PDF". If you need assistance, contact grants@fundforthearts.org.

Requestor Dashboard

Applicant Search

Applicant First Name	
Applicant Last Name	
Form	- Select Form -
Status	- Select Status -

[Applicant Search]

Batch ID	Applicant ID	Case Number	First Name	Last Name	Form	Date Submitted	Date Last Updated	Status	View	Edit	Print
1051	1068	CHRS20190000104	Tyrion	Lannister	DPP	5/6/2019	5/6/2019	Completed	Result	Edit	Print
1052	1069	CHRS20190000105	Jane	Dixon	DPP	5/6/2019	5/6/2019	Completed	Result	Edit	Print
1053	1070		Morpheus	Endless	DPP	5/13/2019	5/13/2019	Saved	View	Edit	Print
1054	1071	CHRS20190000106	Jonathan	Vandiver	DPP	5/13/2019	5/13/2019	Submitted	View	Edit	Print

Showing 21 to 24 of 24 entries

Previous 1 **2** Next

Email your results to jcps.welcomecenter@jefferson.kyschools.us. Make sure you are submitting a 2-3-page PDF document with DPP-156 listed in the top lefthand corner. On the second or third page there will be a "CHECK CONDUCTED ON _____ BY _____" that will be filled in.

DPP-156
(R. 1/18)
922 KAR 1:470

COMMONWEALTH OF KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Servi

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 (Required by 922 KAR 1:300)
  (Institution/Group Home/Emergency/Wilderness)
☒ 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 1:145)

Other (If none of the above categories is applicable, please explain the reason for requesting a child abuse or neglect check, including the statutory or regulatory authority for the request):

PERSONAL INFORMATION REGARDING THE INDIVIDUAL SUBMITTING TO A CHILD ABUSE OR NEGLECT CHECK (Please print and submit identifying information such as a copy of your driver's license, social security card, or birth certificate):

Name:
  (first)   (middle)   (nickname)   (maiden)   (last)
Sex: __ Race: __ Date of Birth: ___ ___ Social Security #: ____ ____ ____
Date of Initial Hire:
Present Address:
  City   State   Zip Code
Previous Address:
  City   State   Zip Code
Previous Address:
  City   State   Zip Code
Previous Address:
  City   State   Zip Code
Previous Address:
  City   State   Zip Code

Please list your addresses for the last five years. Use another sheet of paper, if necessary.

KentuckyUnbridledSpirit.com   An Equal Opportunity Employer M/F/D

CENTRAL REGISTRY CHECK

A check or money order made payable to the "Kentucky State Treasurer" in the amount of ten dollars ($10.00) must accompany your request to process a Child Abuse or Neglect Check. The Child Abuse or Neglect Check will NOT be processed without payment. Mail check or money order and this completed form to:
Cabinet for Health and Family Services
Department for Community Based Services
Records Management Section
275 East Main St., 3E-G
Frankfort, Kentucky 40621

I hereby authorize the Cabinet for Health and Family Services to complete a Child Abuse or Neglect check and to submit the results of the check to me and, on my behalf, to the employer or agency listed below. I also release the Cabinet for Health and Family Services, its officers, agents, and employees, from any liability or damages resulting from the release of this information.

All the information provided is complete and true to the best of my knowledge. I understand if I give false information or do not report all of the information needed, I may be subject to prosecution for fraud.

Signature of the Individual Submitting to the Child Abuse or Neglect Check   Date

Witness   Date

The individual authorizing a Child Abuse or Neglect check may submit a CHFS-305, Authorization to Disclose Protected Health Information form, authorizing the Cabinet for Health and Family Services to disclose additional information regarding a finding to the employer or agency listed below should the employer or agency request additional information pursuant to 922 KAR 1:510, Authorization for disclosure of protection and permanency records.

In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency:

NAME OF EMPLOYER/AGENCY: Jefferson County Public Schools
ADDRESS: _____ CITY: Louisville
STATE: KY   ZIP: 40218   PHONE:

RESULTS OF CHILD ABUSE OR NEGLECT CHECK   [FOR OFFICIAL USE ONLY]
☒ No reportable incident found in accordance with 922 KAR 1:470
☐ Substantiated child abuse found on the registry   Date of substantiated _____
☐ Substantiated child neglect found on the registry   Date of substantiated _____
The substantiated abuse or neglect finding relates to sexual abuse, sexual exploitation, a child fatality, near fatality, or involuntary termination of parental rights ☐ Yes ☒ No
☐ A matter subject to administrative review found in accordance with 922 KAR 1:470

CHECK CONDUCTED ON 08/15/2019 BY Erika Bauford

DPP-156
(R.1/18)
922 KAR 1:470

In Review

- Any organization or teaching artist 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.

- Your check is not complete until you have emailed CAN results to JCPS.

- 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 & Support 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