



City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Family and Support Services

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TO: Head Start/Early Head Start
Executive/Program Directors

FROM: Vanessa Rich
Deputy Commissioner
Family and Support Services

DATE: April 7, 2009

SUBJECT: Employee/Volunteer Background Check Clearance
Confirmation Form

As you know, Head Start requires that all programs “conduct an interview, reference check, and a criminal record check for all their permanent employees. This requirement corresponds to the existing regulatory requirement found in CFR Part 1301.31(b).”

Effective immediately, we are requiring that all agencies provide verification of employee and volunteer background check clearance. The completion of the clearance form will help us ensure that all required State and Federal criminal background checks have been completed and verified by your agency.

Please complete the attached DFSS background check clearance form for each employee and volunteer serving at each site. Also, please complete a clearance form prior to hiring an employee or allowing a volunteer to serve within your agency. Completed forms must be kept on-file at the site an employee/volunteer is assigned to.

DFSS values the health, safety and security of the children and families we serve. Thank you for your continued commitment to children and families.

More information and resources regarding criminal background checks is available online at: www.childserviceschicago.com.