

Background Check Challenge Process

The Office of Early Childhood and Out of School Learning (OECOSL) must notify the disqualified child care staff member that they may challenge the completeness or accuracy of the record. Please note, a disqualified child care staff member is not eligible to work at the child care during the challenge process.

You are responsible for applying directly to the agency that contributed the information you are challenging. If you believe that your record is incorrect or incomplete in any respect and wish changes, corrections or updating of the alleged deficiency, you should make application directly to the agency that provided the information.

If you want to challenge the results that the OECOSL received when running your background check follow the instructions below:

If the challenge is with the results from the State of Indiana criminal background check or Sex Offender Registry contact the State Police Headquarters in person or via mail at:

Indiana State Police, Attention: Records Division,
100 North Senate Avenue, IGCN,
Indianapolis, IN 46204.

If the challenge is with the national FBI criminal background check to challenge the accuracy or completeness of any entry contact the FBI, Criminal Justice Information Services (CJIS) Division at:

FBI, Criminal Justice Information Services (CJIS) Division,
ATTN: SCU, Mod. D-2,
1000 Custer Hollow Road
Clarksburg, WV 26306.

If the challenge is with the Department of Child Services, the disqualified staff member needs to contact the county where the substantiation was initiated in order to challenge the accuracy or completeness of the record. To find your local Department of Child Services office go to the following website <http://www.in.gov/dcs/2372.htm>

How do I challenge the accuracy of the information OECOSL submitted when running my background check?

- STEP 1 Within ten (10) calendar days of notice of the child care staff member being determined to be disqualified, the staff member must send a written request of appeal to the Child Care Manager at the Office of Early Childhood and Out of School Learning to the address below. The appeal should include a copy of the disqualification letter and a description of the specific information being challenged.

Office of Early Childhood and Out-of-School Learning
Attn: *(insert manager name)* – Background Check Appeals
Indiana Family and Social Services Administration
402 West Washington Street, W-361, MS -02
Indianapolis, IN 46204

The OECOSL has thirty (30) calendar days to review the request, do additional research and respond in writing after receipt of the challenge.

STEP 2 If the disqualified child care staff member is not satisfied with the decision of the Child Care Manager at the OECOSL, he/she has ten (10) days from receipt of the letter to submit a written request for challenge to the:

Office of Early Childhood and Out of School Learning
OECOSL Director– Background Check Appeals
Indiana Family and Social Services Administration
402 West Washington Street, Room W361
Indianapolis, Indiana 46204

The Director has thirty (30) days to review the decision of the Child Care Manager and respond in writing. The decision of the Director is FINAL.