



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston MA 02111

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Field Operations Memo 99-18
July 7, 1999

To: Transitional Assistance Office Staff

From: Joyce Sampson, Assistant Commissioner for Field Operations

Re: CORI Checks for In-Home Non-Relative Child Care Providers

Overview

As of February 1, 1999, a Criminal Offender Record Information (CORI) check is required for any person seeking to be an In-Home Non-Relative Child Care Provider through the Office of Child Care Services (OCCS). Transitional Assistance Workers should make TAFDC applicants and recipients aware of the CORI requirement and the length of time it may take for an individual to be approved as an In-Home Non-Relative Child Care Provider.

The Child Care Resource and Referral (CCR&R) agency explains the CORI application form to both the individual seeking approval as an In-Home Non-Relative Child Care Provider and the parent or relative seeking child care.

Once the Consent for Criminal Record Check form is filled out and signed by the individual seeking to be the child care provider, the CCR&R submits it to OCCS. OCCS submits the CORI request to the Criminal History Systems Board to be processed, and the Criminal History Systems Board reports back to OCCS. OCCS notifies the appropriate parties.

**Processing
a CORI
Check**

The average time to process a CORI check from the time OCCS receives the application until the CCR&R receives an initial CORI response is 10 days.

**Processing
a CORI
Check
(cont.)**

There are three possible responses the CCR&R can receive from OCCS:

1. **Approval** - OCCS sends notification to the CCR&R that the CORI check revealed no pending charges or criminal convictions in the Massachusetts Board of Probation files. This takes approximately 10 days.

The CCR&R proceeds with processing of the voucher application.

2. **Disqualification** - An individual will **not** be approved as an In-Home Non-Relative Child Care Provider if the CORI check results in information that OCCS determines will adversely affect the individual's ability to care for children.

OCCS sends a disqualification letter to:

- the parent or relative seeking child care,
- the CCR&R, and
- the person seeking to be an In-Home Non-Relative Child Care Provider.

The letter explains that the person seeking to be an In-Home Non-Relative Child Care Provider is disqualified due to his or her criminal record. The person seeking to be an In-Home Non-Relative Child Care Provider also receives a copy of the criminal record and notification that he or she has 10 days to appeal this decision to the OCCS legal unit. The process of initial disqualification takes approximately 10 days.

The CCR&R will: (1) deny payment to a new applicant seeking to be an In-Home Non-Relative Child Care Provider, and/or (2) discontinue payment to a current In-Home Non-Relative Child Care Provider.

**Processing
a CORI
Check
(cont.)**

3. **Discretionary Letter** - This letter is different from the above disqualification because it explains that the person seeking to be an In-Home Non-Relative Child Care Provider is disqualified due to his or her criminal record, **unless discretionary approval is granted**. The person seeking to be an In-Home Non-Relative Child Care Provider also receives a copy of the criminal record and an application to apply for discretionary approval. This takes approximately 10 days.

OCCS sends a disqualification letter to:

- the parent or relative seeking child care,
- the CCR&R, and
- the person seeking to be an In-Home Non-Relative Child Care Provider.

The CCR&R will: (1) deny payment to a new applicant seeking to be an In-Home Non-Relative Child Care Provider, and/or (2) discontinue payment to a current In-Home Non-Relative Child Care Provider.

This denial/discontinuance of payment will continue until the CCR&R receives subsequent notification from OCCS: (1) that the new applicant applied for and was granted discretionary approval, or (2) that the current provider either was denied discretionary approval or did not request discretionary approval. This process takes approximately 30 days.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at (617) 348-8478.
