



BRIGHT FROM THE START
Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, Suite 754, East Tower, Atlanta, Georgia 30334
(404) 656-5957

Nathan Deal
GOVERNOR

Bobby D. Cagle, MSW
COMMISSIONER

January 14, 2014

Dear Providers,

As you know, the new [fingerprint-based criminal records check requirements](#) are in effect as of January 1, 2014. Once employees and directors send a [notarized application](#) to the Department of Early Care and Learning (DECAL) and have their fingerprints scanned at a [Cogent Livescan print site](#), DECAL will review the criminal history and issue ONE of three determination letters for each applicant: a satisfactory determination; an unsatisfactory determination; or a pending determination.

Letters indicating that an employee or director has received a **satisfactory determination** by DECAL will be sent to you at the email address of record on file with DECAL. Keep all satisfactory determination letters for employees and administrators (director, assistant director, etc.) readily available for a consultant to inspect at any time.

Letters indicating that an employee or director has received an **unsatisfactory determination** by DECAL will be sent to you at the email address of record on file with DECAL and by certified mail. If you receive an unsatisfactory determination letter for an employee or director, you are responsible for ensuring that individual is not present for care at the child care facility or home while any child is present for care. Failure to adhere to this rule will result in the revocation of your license.

Letters indicating that the department cannot make a determination about an employee or director will also be sent to you at the email address of record on file with DECAL and by certified mail. If you receive a letter indicating that the determination status of an employee or director is **pending**, you are responsible for ensuring that the individual is not present for care at the child care facility or home while any child is present for care until and unless a satisfactory determination letter is issued. Failure to adhere to this rule will result in the revocation of your license.

If you have questions about how determination letters will be delivered to you or about the criminal records process in general, contact your consultant or the DECAL Records Unit at [\(404\) 656-5957](#).

Thank you,



Kristie Lewis
Assistant Commissioner for Child Care Services



Keith D. Bostick, LCSW
Deputy Commissioner for Programs