

Portable Background Check Process for ECEAP

Who must obtain a DEL Portable Background Check (PBC)?

This applies to ECEAP sites using the DEL expedited child care licensing process. At those sites, all people with unsupervised access to children must complete the PBC application within seven days of hire. They must not have unsupervised access to children until the site has obtained their background clearance from DEL.

- Unsupervised access is the opportunity to be alone with a child at any time, for any length of time, during ECEAP or child care services.
- Supervised access means in the constant visual or auditory range of:
 - An ECEAP employee with a cleared background check.
 - The child's parent or guardian, in the case of an individual child.
- The following people may apply for the PBC: employees, staff, contractors, temporary workers, assistants, volunteers or interns.

DEL encourages ECEAP contractors to interpret this requirement conservatively and obtain the PBC for any person who might have unsupervised access to an ECEAP child other than their own.

What about classroom volunteers?

- ECEAP Performance Standard C-21 requires that persons who volunteer with children are directly supervised by ECEAP staff at all times.
- Persons who volunteer on a weekly or more frequent basis with ECEAP children must obtain a criminal history background check. They may use either the PBC or another background check process.

What are the fees associated with the PBC?

- At the time of application for the PBC, the applicant must send a check or money order for \$12 to process an online application or \$24 to process a paper application.
- If fingerprints are required, the applicant must schedule an appointment and pay \$43.50 by check or money order.

For more information, see [Washington Administrative Code Chapter 170-06](#).

See the next page for instructions for individuals who must complete a PBC.

INSTRUCTIONS FOR PORTABLE BACKGROUND CHECK APPLICANTS

Step 1: Set up a MERIT account and a STARS ID.

- If you already have a MERIT account and STARS ID, skip to Step 2.
- To set up a MERIT account for the first time:
 - Go to <https://apps.del.wa.gov/MERIT>
 - Click the MERIT Registration button in the lower right corner.
 - Follow all instructions on that page.

Step 2: Gather the information needed for your background check:

- Your site/facility FamLink Provider ID, address, phone number and email.
- Your address(es) for the last three consecutive years.
- Your driver's license or state identification number.
- If applicable, information about any prior or pending criminal charges against you, convictions, final decisions, licenses revoked, or child abuse and neglect findings.
- Your check number, if you are paying by check.

Step 3: Complete the PBC application in MERIT:

- Logon to MERIT at <https://apps.del.wa.gov/MERIT>.
- Click on the Applications tab.
- Click on the Portable Background Check Application link.
- Complete Steps 1-3.
- In Step 4:
 - Select the Provider (ECEAP site) where you work.
 - Select one of the ECEAP job titles which best fits: ECEAP Assistant Teacher, ECEAP Family Support Specialist, ECEAP Lead Teacher or ECEAP Site Contact/Manager, or Other.
 - Click the Primary Provider check box.
- Complete Steps 5-7.
 - Submit your payment to DEL.
 - Schedule and complete a fingerprint appointment as needed.

PBC Tips:

- MERIT will time out after 30 minutes of inactivity and you have to log in again.
- An asterisk * means you are required to enter this information.
- Use the tab key to move from one field to the next.
- View the My Record tab to check on your PBC status. You and your supervisor as listed in MERIT will receive emails when your status changes.