



November 6, 2013

Dear Residential Child Care Provider,

This email is in response to your inquiry about the Performance Report, specifically the Staff Security element. As we presented and discussed in the September provider meetings, the COMAR Safety monthly report (previously known as the Title IV-E monthly report) is required to be submitted to the Office of Licensing and Monitoring (OLM) via the designated email account, [OLM.RCCupdates@maryland.gov](mailto:OLM.RCCupdates@maryland.gov).

According to the definition of Child Safety/Staff Security, the following is required (the contract language is in quotes with any supporting COMAR regulation cited).

- 1) "100% compliance for Child Protective Services (CPS) clearances and Criminal Background (CB) checks for all employees and prospective employees;" – **COMAR 14.31.06.05, specifically but not limited to E (1) e – f Criminal and CPS checks.**
- 2) "Timely submission for each monthly report;" – **required to be submitted by the 10<sup>th</sup> of every month (unless the 10<sup>th</sup> falls on a weekend or state holiday and then it would be due by the next state business day).**
- 3) "CPS and CB check request dates are prior to the employee hire date;" – **COMAR 14.31.06.05, specifically but not limited to E (1) e – f Criminal and CPS checks.**
- 4) "Each employee meets COMAR 14.31.06.05 standards for indicated child abuse and criminal convictions; and" – **COMAR 14.31.06.05, specifically but not limited to E (1) e – f Criminal and CPS checks.**

"OLM will conduct random checks of the COMAR Safety Requirement reports for each Contractor to ensure 100% compliance for CPS clearances, CB checks, and foster parent certification/re-certifications."

Consequently, if one instance of non-compliance was identified, then the provider falls short of 100% compliance.

Should you have any additional questions or need further clarification, please do not hesitate to contact Helen Murray-Miller at 410-767-7198 or via email at [Helen.Murray-Miller@maryland.gov](mailto:Helen.Murray-Miller@maryland.gov).

Sincerely,

Darlene Ham  
Executive Director

Cc: Carnitra White, SSA Executive Director  
David Ayer, SSA Deputy Director of Operations  
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