

NOTES ON CBC QUICK SETUP INDIVIDUAL INSTRUCTION SHEET

STEP 1: CREATE AN ACCOUNT

1. You **DO** require a Fingerprint Clearance Card (FCC)
2. You **DO** need to connect your FCC card number or application number to your DPS PSP account.

STEP 2: SUBMIT A BACKGROUND CHECK REQUEST

1. Select Employment as the type of background check you need.
2. The employer's CBC account email is:

Family Care KIDS – employment@familycarekids.com

STRONG Families program – sfbackground@cfcare.org

Mentor program –

All other CFC background checks – background@cfcare.org

3. For DES Affiliations select:

Family Care KIDS – select Division of Child Care (DCC) – licensing number is CDC-19098

All CFC Staff, volunteers, interns – select Not Affiliated with DES