



MASSACHUSETTS
**Department of
Early Education and Care**

Dear {Candidate},

The Department of Early Education and Care (EEC) is updating our background record check system on **Thursday, January 9, 2025**, in order to meet certain federal guidelines. Our records show you have completed background record checks for two different types of EEC-licensed programs. Your most recent fingerprint was completed for a residential or placement program. Your BRC status with that residential or placement program will not be affected; however, your fingerprint for your employment in a group and school age (GSA) program *will* be affected by this update. As a result, you will need to complete a new background record check and obtain a new fingerprint for your role with [CHILD CARE PROVIDER] by **Friday, March 14, 2025**.

After **January 9, 2025**, please contact your program director or supervisor to begin the process to complete a new background record check.

If you are no longer working at [CHILD CARE PROVIDER] or in any GSA program, please disregard this notice.

You can continue working in [CHILD CARE PROGRAM] while you submit your new fingerprint by the date above.

If you have questions about this notice or need help, please contact EEC's BRC Contact Center at (617) 988-7841 or submit a ticket at [BRC Request Form - BRC Portal \(service-now.com\)](#)