



POLICY ADVISORY

Field Operations 2023-2

Policy: Abandoned or Incomplete BRC Request Removals

Effective Date: October 1, 2023

Policy link: <https://www.mass.gov/doc/eec-abandoned-or-incomplete-brc-request-removals-policy-document/download>

OVERVIEW

To ensure that the list of pending Background Record Check (BRC) requests is current and the Department of Early Education and Care (EEC) does not run background record checks on candidates who are fingerprinted after their BRC consent form expires, EEC will be removing abandoned or incomplete BRC requests from the BRC Navigator Program Portal after four months.

This policy will only affect new candidates with BRC requests:

- that are over four months old, and
- where the candidate did not schedule a fingerprint appointment or provide fingerprints.

BRC renewal requests for existing program staff will not be affected at this time.

APPLICABILITY

This policy applies to all EEC licensed, approved, or funded programs.

KEY UPDATES

- Updated Policy
 - EEC is reducing the timeline from one year to four months for when EEC will remove abandoned or incomplete BRC requests in the BRC Navigator Program Portal.
 - As of August 2023, all EEC licensed, approved, or funded programs are using the BRC Navigator Program Portal for the BRC process. Therefore, this policy affects all program types.

RESOURCES

If you or your staff have questions about this policy or need additional support, please contact the EEC Contact Center at 617-988-7841.

OBSOLETE

This policy replaces EEC's policy to remove abandoned or incomplete BRC requests from the BRC Navigator Program Portal after one year, issued on August 29, 2022.