

Eligibility Transfer Requests can be done 2 ways. The staff or the program can initiate the transfer. Once completed there is no need to file anything with CCLU. The only time you need to send anything to CCLU is when someone is required to get a complete BRC done.

For the staff person to initiate the transfer here are the steps.

Once logged into NHCIS navigate to the Background Record Check tile:

The screenshot shows the NH Connections Information System dashboard. At the top, there is a blue header with the NH Connections logo and the tagline "Growing our children's future together". On the right side of the header, there are links for "Home" and "Support", and a user profile dropdown menu. Below the header, there is a white section with a "Welcome" message and a "Registry Id: OONUFKNAU" displayed in red. The main content area features four white tiles: "Professional Registry" (status: Incomplete), "Credentialing" (status: Add new credential), "Training" (status: Take new training), and "Background Record Checks" (status: Pending). The "Background Record Checks" tile is circled in blue.

Choose Eligibility Transfer request from the menu on the left of the page:

The screenshot shows the NH Connections Background Record Check Portal. The top header is blue with the NH Connections logo and the tagline "Growing our children's future together". On the right side of the header, it says "Background Record Check Portal". The left sidebar menu has several categories: "APPLICATIONS" (My Applications, My Documents), "TRAINING" (Training Calendar, My Training), "PROFESSIONAL TOOLS" (Eligibility Transfer Requests, circled in blue), and "HELP" (Technical Helpdesk). The main dashboard area is titled "Dashboard" and shows two summary cards: "Open Applications" (0) and "Approved Applications" (0). Below these is a "My Applications" section with a "NEW APPLICATION +" button and tabs for "In Progress", "Submitted", "Under Review", and "Processed". The "In Progress" tab is selected, and the message "Sorry! No items to display in this list" is shown.

Any pending eligibilities will show up here or the option to create a new request:

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No eligibility transfer requests have been made
Once a request has been made, it will appear here. Click the button to get started.

[NEW REQUEST +](#)

Complete the fields on this page and SUBMIT:

New Eligibility Transfer Request

Submit a new request using the fields below. Once the request has been submitted you will receive updates via email, and on this portal as they occur.

* indicates required field

Applicant Name	Current or Most Recent Program Name	
<input type="text"/>	<input type="text" value="BRC Testing Program Center Based"/>	
Applicant Email	Applicant Phone	
<input type="text"/>	<input type="text" value="(555) 555-5555"/>	
Are you still working at this program ?	* Employment End Date	
<input type="radio"/> Yes	<input type="text" value="Mar 28, 2022"/>	
<input checked="" type="radio"/> No		
New Program Information		
New Program Name	* Eligibility Transfer Request Date	* Role
<input type="text" value="Testing BRC Program Family Based"/>	<input type="text" value="Mar 28, 2022"/>	<input type="text" value="Family Child Care Assistant"/>
Street Address	Apt/Suite #	
<input type="text"/>	<input type="text"/>	
City	State	Zip/Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="CANCEL"/>		<input type="button" value="SUBMIT"/>

You will see the status of your submission here:

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Eligibility Transfer Requests

[NEW REQUEST +](#)

View all transfer requests that has been submitted or create a new one

FULL NAME	NEW PROGRAM NAME	INITIATION DATE	DATE SUBMITTED	STATUS
<input type="text"/>	Testing BRC Program Family Based	3/27/2022	3/28/2022	Submitted View Details »

And you will receive an e-mail letting you know the application has been submitted. (In some cases the director will receive an email, but not always, the director should follow the next steps to approve the transfer)

Date: 3/28/2022

Re: Eligibility Transfer Request

Dear [REDACTED]

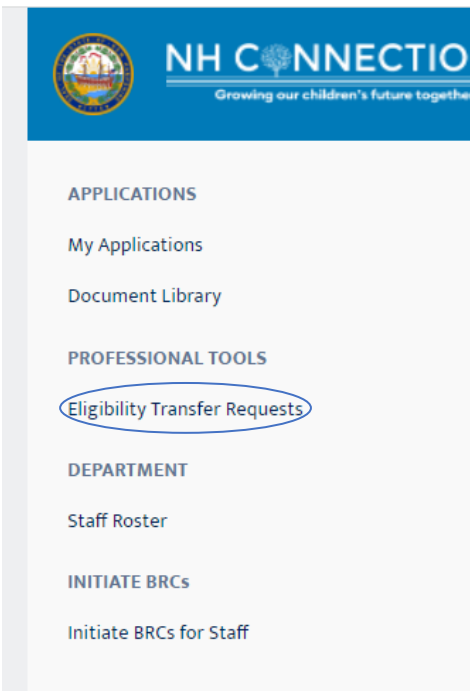
You have initiated an Eligibility Transfer Request within the NH Connections Information System portal. The program you are requesting to transfer to has been notified, and will be required to verify your request, and approve the transfer. You may follow the progress of your submission through the NH Connections Information System portal.

<https://uat-nhpublichealth.cs32.force.com/nhccis>

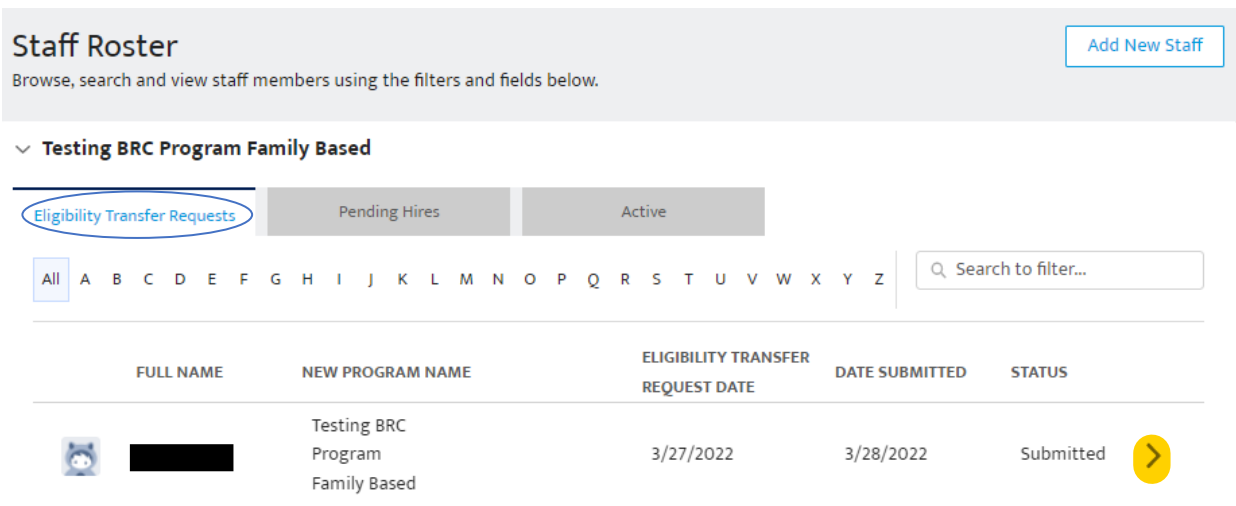
Sincerely,
Department of Health and Human Services
Child Care Licensing Unit
129 Pleasant Street, Concord, NH 03301

Phone: (603) 271-9025
Fax: (603) 271-4782
Email: CCLUnit@dhhs.nh.gov
<https://www.dhhs.nh.gov/ocs/ceh/index.htm>

The Center Director or Family provider may then approve the transfer by logging into NHCHIS and entering the Background Record Check area though the tile on that home page. From there choose the Eligibility Transfer Request option the menu along the left hand side of the page:



Once you enter that area of the roster you will have three tabs related to the status of your staff. Choose Eligibility Transfer Requests and the arrow next to the Submitted option for the person you wish to approve or deny:



From the next screen you can approve or deny the request by choosing the appropriate option.

Staff Roster
Browse, search and view staff members using the filters and fields below. [Add New Staff](#)

Testing BRC Program Family Based

Eligibility Transfer Requests | Pending Hires | Active

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Eligibility Transfer Request

View information provided with your eligibility transfer, or withdraw your request.

Current status: Submitted
Date submitted: 3/28/2022
Eligibility Transfer Request Date: 3/27/2022
Role: Family Child Care Assistant

Request Details

Current Program Name: _____
New Program Name: _____

DENY **APPROVE**

You will receive confirmation that you want to approve this request and then the person will be added to your Active tab (you may need to refresh the screen).

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Eligibility Transfer Request

Approve Request Confirmation

Do you want to approve current request?

CANCEL **APPROVE**

Current Program Name: _____
New Program Name: _____

The individual will receive an e-mail indicating they have been approved

Sandbox: NH Child Care Licensing Unit - Eligibility Transfer Request approval [Inbox x](#)

NH CCLU - BRC cclunit@dhhs.nh.gov via oc8duomgxc6ll.r-3b65eae.cs32.bnc.sandbox.salesforce.com
to [REDACTED]

Date: 3/28/2022

Re: Eligibility Transfer Request approval

Dear [REDACTED]

Your Eligibility Transfer request has been approved, and the NH Connections Information System has been updated to reflect your transfer of employment.

Sincerely,
Department of Health and Human Services
Child Care Licensing Unit
129 Pleasant Street, Concord, NH 03301

Phone: (603) 271-9025
Fax: (603) 271-4782
Email: CCLUnit@dhhs.nh.gov
<https://www.dhhs.nh.gov/oos/cclu/index.htm>

For the Director or Family Provider to initiate the transfer request they should first log into NHCCIS and access their Background Record Check tile. After choosing the staff Roster on the left hand menu they should choose "Add New Staff":

APPLICATIONS

- My Applications
- Document Library

PROFESSIONAL TOOLS

- Eligibility Transfer Requests

DEPARTMENT

- Staff Roster

INITIATE BRCS

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Staff Roster

Browse, search and view staff members using the filters and fields below.

[Add New Staff](#)

Testing BRC Program Family Based

Eligibility Transfer Requests

Pending Hires

Active

All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

On this next screen it's important that you enter the information exactly as the staff has their information in the registry.

Browse, search and view staff members using the filters and fields below

Add New Staff

*First Name	*Last Name
<input type="text"/>	<input type="text"/>
*Email	*Date of Birth
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
*Role	Program Name
<input type="text" value="Please select"/>	<input type="text" value="Testing BRC Program Family Based"/>

If the person is in the system, you will get a screen that has you confirm the person and their start date:

Add New Staff

Name	Tentative Hire Date
<input type="text" value="██████████"/>	<input type="text" value="mm/dd/yyyy"/> <input type="button" value="Use this contact"/>

Once the transfer is complete the individual will receive an email that the transfer was completed, and the individual will then be on the program's staff roster.

There is no need to file anything with CCLU.