



Child Care Licensing Unit

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I. Program Information

STATEMENT OF FINDINGS

ISSUE DATE : 10/29/2025

VISIT DATE : 10/20/2025

VISIT TYPE : Monitoring

CORRECTIVE ACTION PLAN DUE DATE : 11/5/2025

Name of the program : Unity House

Program address : 39 Summer Street Keene NH 03431

License No. : CCRB-31834

Licensing Coordinator : Amelia Verdrager, Brian Newbury

In accordance with RSA 170-E, the department finds non-compliance with the following statutes and/or rules:

II. Non-Compliance List

Regulation number : He-C 4001.11(a)

A written record of physical examination shall be on file for all program employees and household members who will have regular contact with residents.

Observation : The licensing coordinator's review of four staff files revealed that there was no record of a physical examination on file for any of the four staff members. Staff A stated that they believed the records are in the Human Resource office, which is separate from the residence.

Corrective Action Plan : Immediate Corrective Action a. Work with Human Resources to locate the missing employee health records and submit them to CCLU. During the program startup period employee files were sent to multiple separate departments within the agency headquarters in Boston and never transferred to the New Hampshire HR office. b. One employee has not received their required physical examination. This employee has scheduled a physical with their PCP and the medical clearance documentation will be submitted as soon as possible. Ongoing Corrective Action a. Employee training, medical, and background documentation will be centralized within the HFLW New Hampshire Human Resources office (Camp Wediko). HR staff will store employee files in a folder shared with Unity House management for timely access.

Completion Date : 10/24/2025

Regulation number : He-C 4001.31(b)

Prior to the start date and every 5 years thereafter, an employee, volunteer, household member, or other individual who will be working in the residential program and is 18 years of age or older shall submit for a background record check using the NHCIS portal.

Observation : A review of department records revealed three staff members who work at the program did not submit a complete background record check prior to their start date.

Directed CAP : As of October 23, 2025, the date the licensing coordinator notified the program of this citation, the staff identified are no longer permitted on the premises of the program and will not return until they are determined eligible to work by the Unit. All staff will submit for a background record check prior to employment and every 5 years thereafter and will not be on the premises until notification from the Unit that they may work under supervision or until they are determined eligible, as applicable.

Corrective Action Plan : Immediate corrective action: a. Scheduled fingerprint appointments for all three staff missing complete background checks. b. All missing background check documentation will be submitted to CCLU as soon as fingerprinting is complete. Ongoing corrective action: a. HFLW staff will access the New Hampshire connections portal to ensure that all staff background checks have been fully submitted, processed, and approved. b. HFLW staff will ensure that employees who transfer job sites from Massachusetts to New Hampshire have all necessary background check documentation submitted to NH CCLU in a timely manner.

Completion Date : 10/24/2025