Procedure:

Direct service providers must have a written criminal background check policy and procedure. The policy and procedure must include:

- The name of the specific background check report(s) generated and which of the above criminal background checks are included in each;
- Timelines for initial checks and follow up once every five years; and,
- An internal system for determining hires with findings. In addition, delegates and partners must include the 42 USC 9858f-Criminal Background Checks (Disqualification Factors) in determination for hiring employees, consultants, and contractors. See Clarification for Policy & Procedure 8200.

In the event a direct service provider does not complete the entire criminal background check process prior to hire, the HSPPS allow for the following timeframe:

- **PRIOR** to offering employment of program staff, consultant, or contractor:
  - Sex offender registry check; and,
  - One set of Fingerprints:
    - State; or
    - FBI

- **WITHIN 90 days** of hire for employee, consultant, and contractor:
  - Whichever fingerprint (state or FBI) requirement that has not been completed; and,
  - State Child Abuse and Neglect state registry

No newly hired employee, consultants, and contractors can be left alone (unsupervised access) with children until the results of all four criminal background checks have been received.

*For licensed programs, follow annual licensing regulations.

** Contingent employment may be offered; however, official offer and start date may not occur until results are received for sex offender registry and at least one set of fingerprints (state or FBI).