

MEMO

To: Family members using Developmental Services Flexible Family Funding
From: Clare McFadden, Assistant Director, Developmental Disabilities Services Division
Re: Background Check Policy for hiring respite workers
Date: October 24, 2014

On August 21, 2014, the Department of Disabilities, Aging and Independent Living (DAIL) issued an updated *Background Check Policy*. This policy describes the requirements for conducting background checks for workers in programs serving individuals with disabilities that are administered by DAIL. Background checks are one component of preventing abuse, neglect and exploitation of vulnerable people. **There is a new requirement that background checks are required for respite workers hired by families using Flexible Family Funding.**

A copy of the DAIL Background Check Policy is attached. Following are the steps required for a background check that must be completed prior to a respite worker providing respite to your family member:

1. Contact ARIS Solutions at 1-800-798-1658 and request a background check for a worker who you will be paying through the Flexible Family Funding program. It is essential that you tell ARIS which developmental disabilities service (DDS) agency provides you with the Flexible Family Funds. ARIS will bill the DAIL the fee for conducting the background check. You will not be charged the fee.
2. ARIS will complete a background check and notify you of the results in a letter that will come usually within 10 days.
3. The letter will indicate if the background check reveals a record that will not allow you to hire the worker and pay him/her with Flexible Family Funds.
4. The letter will also indicate if the worker has had past criminal convictions that may exclude him/her from working with your family member. As the employer, you may request a variance to allow the worker to provide respite despite the criminal conviction. See page 4-6 of the policy for information regarding submitting variance requests. Requests should be sent to the Developmental Disabilities Services Division. The worker should not be paid until after a variance has been granted.

If you have any questions, contact your Developmental Services Agency that provides you with the Flexible Family Funds.