

Variations for Background checks updated 6/24/22

1. Read what has been submitted – NEED letter employer, employee and maybe reference, who is guardian? (IF OPG – contact them?)

Make note of information including employer name and contact info, employee name and contact info, client/consumer name and DOB, agency, guardian

2. Look up client/consumer (DDSD/DDservices/masterlist/FY or Business office/BOand DD/Working FY Waiver Allocation)
3. Request information from ARIS (even if background check results were sent in with letter)

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4. Contact employer if needed (questions, need letters or references)
5. Contact employee
6. LOOK up OPG – contact if needed
7. Make decision based on how long it has been, the convictions, etc. or request additional information from applicants as needed
8. Write standard letter to employer (save as PDF) – add conditions if needed.
9. Mail copy of letter to employer and email (secure) copy to ARIS (see above email)
10. Save all letters, background check, emails to I drive (DDSD/DS specialist/variance)