

# REQUEST FOR CLARIFICATION/INTERPRETATION

<b>TO:</b>	Name and Title: <b>Jannis Conselyea, Bureau Chief</b>	<b>FROM:</b>	Name and Title: <b>Sherman Weimer, Director</b>
	Organizational Unit: <b>DDP</b>		Organizational Unit: <b>Eastern Montana Industries</b>
	Address:		Address:

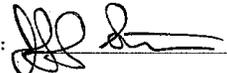
1. TYPE OF REQUEST:    Follow-up to Verbal Request - Date of Verbal Request: \_\_\_\_\_     Written Request

2. STATEMENT OF QUESTION OR ISSUE: DDP service contractors employ relief staff and respite staff who work on an "as needed" basis. Even though these employees may work sporadically (or as in the case of college students – only during breaks from school), they remain on their employer's books as a current employee (i.e. they are not terminated and then re-hired when returning to work some shifts). Are background checks required by DDP every time an "employee" has a lapse in work (such as with relief or respite employees), or only when an employee has actually left employment with a provider and then returned to work?

References:

3. ANSWER: If an employee working as a relief or respite staff does not terminate employment and remains on the providers' books as a current employee when they enter a non-paid status, each time they accept an assignment, a background check is not required. However, if the relief staff or respite worker terminates employment with a provider agency and then wishes to resume employment a new background check is required.

References:

Approved and Issued by:  (Program Director)

Date: 6-1-22

<b>STATE USE ONLY</b>	4: DISTRIBUTION:	5: FOLLOW-UP:
	One Copy: Requestor One Copy: Manual Coordinator One Copy: Division Files Additional Copies: 9 _____	9 To be issued as Bulletin to: _____ (Division Administrator) Manual. Expected Date of Issuance: _____ 9 A.R.M. Change 9 State Plan Change