

## REQUEST FOR CLARIFICATION/INTERPRETATION

<b>TO:</b>	Name and Title: Jannis Conselyea, Bureau Chief	<b>FROM:</b>	Name and Title: Dain Christianson, Regional Manager
	Organizational Unit: program Support Bureau, DDP/PHHS		Organizational Unit: Region 1, DDP/PHHS
	Address:		Address:

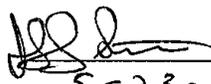
1. TYPE OF REQUEST:  Written Request

2. STATEMENT OF QUESTION OR ISSUE: DDP service contractors are required to obtain Background checks for all direct care staff. Some staff positions are hired seasonally – for example Respite workers who are employed each summer. Is a new background check required at the start of each summer? How long can a staff person be in a non-pay status and NOT be required to have a backgrounds check when returning to a paid status?

References:

3. ANSWER: If a direct care staff is in a non-paid status and wishes to resume employment as a paid worker they must have a background check completed before returning to work, regardless of how long they have been in a non-paid status.

References:

  
 Approved and Issued by: \_\_\_\_\_ (Program Director)  
 Date: 5-23-12

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