

## BACKGROUND CHECK MEMO FROM HUMAN RESOURCES

**Some schools are experiencing delays in getting the new hires and rehires approved** through the HR office. This is **due to the new state law that went into effect 7/1 requiring an expanded check through DCS and a teacher licensing verification.**

**The delay is occurring due to a new requirement involving the expanded check with DCS.** This is a separate step and it is **launched** outside of the current system/process **by our background check provider, Barada.** After an employee completes their background check application and the training, **Barada will send them an email** (to the email address they provided when registering with Safe & Sacred). The email informs them about the new requirement of the expanded check with the DCS and asks them to complete and return an attached form.

Here are issues we are currently addressing:

- The expanded check with the **DCS can take 7 to 10 business days** to complete because it is a county specific check based on previous counties where the applicant has lived and worked since the age of 18. Indiana DCS has a central database for all records since 1993; however, records prior to 1993 have to be researched and verified with the individual counties. (This is just Indiana. When checks have to be run through other states, it can be difficult to research and verify records as well.)
- Applicants are also not aware that they must watch for an email and respond on a timely basis. If Barada does not receive a response to the email they will continue trying to contact the applicant, but this is delaying the process by several days.
- The **Department of Child Services is very particular** in how the form should be completed (using all CAPS, indicating N/A in blanks that don't apply, using full, legal name, etc.) often requiring the form to be sent back to the applicant for corrections (because they are not reading the directions).
- Some schools are asking applicants to complete the form along with the rest of their new hire paperwork and submitting it to DCS themselves, but since this is done outside of Barada's process the results of the check aren't making it back to them. We ask that this not be done and please contact HR for assistance.

Please know that we are working closely with our provider to suggest process improvements and we will keep you updated on the status. We also will be holding conference calls and webinars starting this week to explain the issue to our schools, so they can be informed and better prepared regarding this issue.

If you have questions please contact Andrea Wunnenberg, by email at [awunnenberg@archindy.org](mailto:awunnenberg@archindy.org) or by phone at 317- 236-1533.