

ANNUAL CRIMINAL BACKGROUND CHECK REQUIREMENT

Frequently Asked Questions

Why am I required to get a background check every year?

The law requires **all** non-agency providers to have an annual criminal background check. The laws and rules outlining the requirement can be found in the Ohio Revised Code and the Ohio Administrative Code, including:

- **Ohio Revised Code** 5164.341 [Renumbered from 5111.034] "Fingerprint impressions and criminal records check independent provider in department administered home and community-based waiver program."
- **Ohio Administrative Code** 5160-45-08 "ODJFS-administered waiver program: Criminal records checks involving non-agency providers."

When is my background check due?

We must **receive** the results of your background check directly from BCI **no later than 60 days from the mailing of your annual notice letter.**

What kind of background check do I need?

You must obtain an Ohio background check that is processed through the Ohio Bureau of Criminal Identification and Investigation (BCI). BCI requires the use of the electronic WebCheck fingerprinting system.

Do I need to submit a Federal Bureau of Investigation (FBI) background check?

Certain individuals are required to also submit an FBI background check, in addition to the Ohio BCI background check. You **must** obtain an FBI background check if any of the following applies to you:

- If you do not currently live in the State of Ohio.
- If you have not lived in Ohio for the last five consecutive years.
- If you have ever been arrested and/or convicted of a crime in another state.

Where can I get a list of WebCheck vendors that perform background checks?

A listing of WebCheck Vendors can be found on the Ohio Attorney General's website at:

<http://www.ag.state.oh.us/business/fingerprint/data/index.asp>

You may also contact BCI by telephone at (877) 224-0043 to obtain additional information.

How long does it take for you to receive my background check results?

Due to the increased volume of background checks being performed by BCI, it now takes longer for background checks to be processed than in the past. It can take **30 days or longer** for us to receive the results of your background check from BCI. If you have a criminal history, have poor fingerprint impressions, or if you have a sealed record, it will take longer for your background check to be processed. You are **not** compliant with the requirement until **we receive** the results of your background check directly from BCI.

Where should the results of my background check be sent?

You must inform the WebCheck vendor that your background check results must be mailed directly to us from BCI. We cannot accept reports from the WebCheck vendor. Confirm that the WebCheck staff entered our correct and complete address before you leave the WebCheck. You must request that the results of your background check be mailed **directly** to us **from BCI** to this address:

Ohio Department of Medicaid
Attn: BCI Coordinator
P.O. Box 183017 4th Floor
Columbus, OH 43218-3017

How can I contact BCI?

You can reach the BCI Civilian Identification Unit by telephone at toll free 1-877-224-0043, option 7.

Will Medicaid help me pay for the background check?

No. The cost of the background check is the provider's responsibility.

How much does a background check cost?

The cost for BCI to perform WebCheck background checks is \$22 per transaction. However, most agencies and vendors who perform background checks, charge fees in addition to this required cost. Those fees can range from \$5 to \$40 in addition to the \$22 that BCI charges. Prices may vary according to who is doing the background check. If you are seeking the most affordable WebCheck vendor in your area, you are encouraged to use the WebCheck Community listing on the Attorney General's website to contact vendors and compare costs.

Can I submit a background check that I had completed for another job?

No. The law does not permit us to accept background checks directly from providers or any entity other than BCI. However, if you had a WebCheck background check done in the last 12 months, you may contact BCI to request that they perform an updated background check on the prints they have on file.

If I had a background check done within the last year can I request that BCI do an updated report and have those results mailed to you?

Yes. If it has been no more than 12 months since you had your previous WebCheck performed, BCI can do an updated background check ("re-verification") from the prints on file. There is an \$8 processing fee for this type of request. If more than 12 months have passed since your last background check, the prints are no longer available and BCI will not be able to do an updated background check. Contact BCI at (877) 224-0043 to determine if you are eligible for this type of request and to obtain complete instructions, including how to submit your payment. You must request that BCI mail the results directly to us to the address on the previous page. Be advised that this type of request usually takes at least 30 days or longer to process.

Will you notify me when you receive my background check?

No. Due to the volume of information being received and processed by the Bureau, it is not possible to notify you when your results are received. However, you are encouraged to contact us at (800) 922-3042 to confirm that we have received the results of your background check. Do not wait until the due date to check the status.

What do I do if I am not providing services at this time?

If you want to maintain your provider status, you must submit an annual background check even if you are not providing services at this time. If you no longer want to remain a provider, complete and return the Voluntary Termination Request form.

What happens if you don't receive my background check by the due date?

If we do not receive the results of your background check by the due date, ODM must take action to remove you from any All Services Plans and to terminate your provider agreement.

Can I request an extension to the due date?

No. There are **no exceptions** to the requirement and **no extensions** will be granted. You are encouraged to take action as soon as you receive this notice.

What if I have poor quality fingerprints?

BCI requires individuals to use the electronic WebCheck system. If your prints are rejected by BCI, you will receive further instructions from BCI about next steps that may include submitting an inked fingerprint card.

What happens if I have an arrest or conviction on my background check?

The Ohio Administrative Code details the types of disqualifying offenses that may impact your provider status. Conviction's for disqualifying offenses, whether they show up on your background check or not, may impact your eligibility to remain a provider.

Who do I contact if I have other questions?

You may contact the **Bureau of Provider Services at (800) 922-3042** if you have questions that were not addressed above. You are encouraged to contact the Bureau *before* taking action if you do not understand what is required.