

BACKGROUND SCREENING FOR HEAD START AND EARLY HEAD START

Policy Number: AD3-12.1	Effective Date:
Policy Council Approval Date:	ESC Board Approval Date:

PERFORMANCE OBJECTIVE: In accordance with 45CFR 1302.90 (a) and (b), the program will conduct a complete background check for all prospective employees and contractors.

SUMMARY: A newly hired employee, consultant, or contractor will not have unsupervised access to children until the complete background check process is complete.

OPERATIONAL PROCEDURES:

The Interview

During the interview process, if the supervisor likes a candidate as a possible hire, the supervisor will have the candidate complete the following as soon as the interview is complete:

- Fingerprinting registration – (For Head Start & Early Head Start positions) Register online for fingerprinting at <http://www.cogentid.com/mo/index.htm>
- Family Care Safety Registry - Have candidate fill out “FCSR Workers Registration” form for Family Care Safety Registry, **even if they are already registered**; this is so HR can look up the candidate on the FCSR site.
- Bus Drivers –If hiring a bus driver, please obtain a copy of the candidates Driver’s License and email to hr@escswa.org so we may obtain a Motor Vehicle Report (MVR)

Post Interview / Pre-employment

Once the supervisor decides on a candidate in which to proceed with the hiring process, he/she will send the interview and application information to HR. Once HR has received the prospective employee’s information the following background checks are completed:

- National Sex Offender Check – Run candidates name through U.S Department of Justice web site <https://www.nsopw.gov/> - to check for sex offender record.
 - If a match is found, the hiring process will *end immediately* and the supervisor will be contacted about the match immediately. If NO match is found, HR will continue with screening process
- Fingerprinting – For Head Start and Early Head Start employee candidates; If selected for the position, the candidate will be contacted by either the supervisor or HR to go have their fingerprints taken.
 - If results are found on the report, HR will notify the supervisor immediately.
- Family Care Safety Registry Submission - HR will utilize the “FCSR Workers Registration” form the candidate filled out during the interview processes to submit a

FCSR report request. If the candidate is not registered, HR will register the candidate then request a FCSR report.

- The FCSR report must be received within **90 days** of the hire date for employee to remain employed
 - If results are found on an employee's FCSR report, The State will require the employee to complete an application of review to submit within 30 days of the report.
 - If such an application is required, the employee will remain employed with ESC while awaiting the State's decisions whether or not to approve their employment. If the State declines, the employee will be terminated at that time.
 - **IMPORTANT** – Even if an employee's application of review is approved by the State, Economic Security Corporation has the final decision in whether or not to terminate employment.
- Drug Screen – Positions that may require an individual to drive the bus will require a pre-employment federal drug screen.
 - Bus Driver Motor Vehicle Report - When hiring a bus driver, a copy of their Motor Vehicle Report (MVR) will be obtained from the local DMV.

Summary of Background Screenings that will be performed:

- **Fingerprints** – This includes a search of the FBI National Crime Information Center (NCIC), the Interstate Identification Index, and the MO State Highway Patrol Criminal Justice Information System.
- **Family Care Safety Registry (FCSR)** – This is the state child abuse and neglect registry.
- **National Sex Offender Check** – This central database includes state and county information.
- **Drug Screen** - *if employee is required to obtain a CDL
- **Bus Driver Motor Vehicle Report (MVR)** - *For Bus Drivers only. The state motor vehicle report includes a check of records through the National Driver Registry.

**If there is any finding during the background check process; the hiring supervisor will be contacted before proceeding.*