

CERTIFICATION REGARDING CRIMINAL BACKGROUND CHECKS ON ALL STAFF EITHER PROVIDING DIRECT SERVICES TO DVR CONSUMERS OR BILLING FOR SERVICES TO DIVISION OF VOCATIONAL REHABILITATION (DVR)

- A. The provider certifies that it has conducted a Wisconsin Department of Justice (DOJ) criminal background check on all staff either providing direct services to DVR consumers or billing for services to DVR.
  - 1. The background check is required annually while the staff is employed by the provider and is due within 30 days of submission of the service agreement documents.
  - 2. Should the staff person leave employment with the provider and then return to employment, another background check will be required within 30 days.
  - 3. Newly hired employees will need to have a background check completed within 30 days of hire.
  - 4. All costs for the background checks shall be borne by the provider.
  
- B. DVR retains the right to conduct an audit on any background check at any time.
  - 1. Provider must keep the DVR abreast of appropriate staff involved with this service agreement.
  - 2. Resumes may be used to complement any audit of staff.
  
- C. Changes in business ownership, such as successions, buy-ins or buy-outs, will not automatically transfer, and DOJ background checks may be required prior to DVR approving the change of ownership.
  - 1. The DVR may, at its discretion, require another background check(s) to become a provider of services as a new business.
  - 2. Any provider must certify that any subcontracted agency staff providing services have a background check completed, also.

\_\_\_\_\_  
Signature – Provider-Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

\_\_\_\_\_  
Provider Name

Further information may be found at, <http://www.doj.state.wi.us/dles/cib/crimback.asp>.

**NOTE: If the provider is a single person owner, a copy of the background check must be sent with the certification form.**