

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 and has checked the Sex Offender list for all staff or others working under this agreement either providing direct services to DVR consumers or billing for services to DVR.
 - 1. The background check and check of Sex Offender list is required annually and copies of the criminal background checks are due with 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 prior to beginning work with DVR consumers.
 - 3. Newly hired employees will need to have a background check completed prior to working with DVR consumers.
 - 4. All costs for the background checks shall be borne by the provider.

- B. 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.

- C. The Service Provider certifies that they have read and agree to the DVR Criminal Background Check Policy found at:
http://dwd.wisconsin.gov/dvr/service_providers/criminal_background_policy.pdf

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>.