



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
PO Box 45600, Olympia, Washington 98504-5600

January 17, 2020
Amended February 28, 2020

AL TSA: CCRSS #2020-001
BACKGROUND CHECK COPIES FROM BCCU

Dear Certified Community Residential Services and Supports Provider:

UPDATE: This letter is amended for consistency with the rules currently in effect.

In accordance with chapter 388-101D Washington Administrative Code (WAC), all long-term care workers hired on or after January 7, 2012 require national fingerprint based background checks. Applicants (employees) can request a copy of their national fingerprint background check from BCCU if they had one completed after January 7, 2012. Certain settings can share background check information under certain conditions; CCRSS statutes do not allow for background check information sharing.

Applicants (employees) can request a copy of their background check information from BCCU utilizing DSHS form 27-110. When an applicant requests a copy of their previously completed Washington name and date of birth background check or their national fingerprint background check from BCCU, BCCU places a stamp on the background check that states "Not An Original Copy." This practice is related to BCCU's compliance with federal standards and are legitimate copies of previously completed background checks. BCCU will also send a date stamped copy of the applicant's request form (DSHS 27-110) with the accompanying background check information.

Although the applicant can request a copy of their background check from BCCU and bring it to the agency, the agency may only use the background check as informational. Because the statutes do not allow CCRSS providers to share background check information the agency may not use the information shared by the employee to meet regulatory requirements for completion of a background check. The service provider must complete a new background check on the employee and must not allow administrators, employees, volunteers, students or subcontractors unsupervised access to clients until the provider receives the department's background check results.

Thank you for your continued commitment to resident/client health and safety.

If you have any questions, please contact Antonietta Lettieri-Parkin, Policy Program Manager, at (509) 363-3549 or antonietta.lettieri-parkin@dshs.wa.gov.

Sincerely,

Candace Goehring, Director
Residential Care Services

DSHS: "Transforming Lives"