



Division of Vocational Rehabilitation (DVR)
**Request to Provide CRP-IL Services and
 Background Check: Update Account**

This is Part 1 Submission: Request and BCS. Completion of all steps in Part 1 is necessary to move forward to Part 2 Submission: Technical and Administrative Documents.

Instructions

Please read this form in its entirety before proceeding.

To request approval to provide Community Rehabilitation Program / Independent Living (CRP-IL) services and update your background check account, you must carefully follow the instructions below. Each step must be completed in the exact order stated for your submission to be processed successfully. Please ensure all documents are fully completed, signed and returned to this designated email: crpil.dvrsolicitation@dshs.wa.gov.

CRP-IL Services Request and Background Check Process Overview

1. Request and Update*

For contractors with an existing Background Check System (**BCS**) account, you must complete, sign, and submit this request form along with the **Background Check Account Information for Contracting BCS Account form, DSHS 02-738**, to request CRP-IL services and update your BCS account.

The **DSHS 02-738** designating your Primary Account Administrator (**PAA**), should be completed even if no updates are necessary. If updates are required, ensure all changes are accurately reflected on the form.

Once both this form and the **DSHS 02-738** are completed, submit them to the designated email for processing and the Division of Vocational Rehabilitation (DVR) staff will verify your account information. You will receive confirmation that your account is verified or updated, and at that point the PAA should proceed with the background check requirements as outlined below.

2. Background Check Requirements

Please Note: Effective immediately, all employees providing direct services to DVR customers must complete a background check at each solicitation.

The PAA must conduct background checks for all staff who will work directly with DVR clients within the BCS. The PAA should list these staff members on the **DVR Background Check Reporting form, DSHS 17-264**.

If any staff members' background check results indicate disqualification, the PAA must also complete and submit the **Background Check Review: Character, Competence, and Suitability for Contractor Employees / Volunteers form, DSHS 17-263**. Please note this form may **not** be used when the individual has automatically declassifying convictions pending charges or negative actions.

3. Submission of BCS Results and Required Forms

In this final step to complete **Part 1 Submission: Request & BCS**, you must submit a digital copy of all background check results for your staff members, along with the required forms: **DSHS 17-264** and, if applicable, **DSHS 17-263**.

Once the final forms and background check results are submitted and verified by DVR staff, you will receive instructions and forms for **Part 2 Submission: Technical and Administrative Documents**.

4. Acknowledgement and Signature

By signing below, I confirm that I am requesting approval to provide services and that my background check account information is current and accurate as required by the CRP-IL program.

Signature	Date	Printed Name
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* Please submit this signed form along with the completed **Background Check Account Information for Contracting BCS Account form, DSHS 02-738**, to crpil.dvrsolicitation@dshs.wa.gov.