

Screening and Background Check Process

- Employer enters basic applicant info. in system
- Registries and prior screening enrollment status checked
- If cleared & not previously enrolled, employer enrolls applicant for FP and pays \$19 fee
 - Applicant pays \$10 scanning fee at fingerprinting
 - OSBI/FBI results sent to OSDH
 - OSDH pays OSBI/FBI fingerprinting fee of \$41 & scanning vendor fee of \$15
 - OSDH reviews and sends determination to employer/employee
 - If cleared employee enrolled in monitoring
 - If not cleared, employee ineligible in system (appeal rights)
- If employee was cleared & previously enrolled, & employer hires, employer pays \$19 fee and enrolls employee for criminal history monitoring under employer
- Short term grant funds and long term Medicaid match funds support program funding

