

# BACKGROUND CHECKS

## All Employees

### ◆POLICY 2.03◆

Northwestern Ohio Community Action Commission (NOCAC) is committed to providing a safe environment for employees and consumers of services. NOCAC is committed to compliance with state and federal laws and funding source regulations regarding background checks on all potential and current employees. NOCAC will not employ or continue employment of any person that cannot pass the required background checks.

#### **Basic Background Checks will include:**

- a) Federal FBI
- b) State BCI
- c) Sex Offender Registry

#### **Additional Head Start, Early Childhood Education, Ohio Department of Job & Family Services (ODJFS) Requirements:**

Candidates for employment, employees, volunteers and contractors working in the Head Start, Early Childhood Education and/or ODJFS programs must comply with the Statewide Automated Child Welfare Information System (SACWIS) background check process.

This electronic background check is conducted by ODJFS after they receive ODJFS form 01175 which has been completed and signed by each individual and submitted to ODJFS by NOCAC. The following data bases are checked.

- a) Federal FBI
- b) State BCI
- c) Sex Offender Registry
- d) Child Abuse and Neglect Registry

Anyone subject to the SACWIS system must receive an approved ODJFS form 01176 in order to be employed or continue employment with NOCAC.

Adopted January 11, 2018