



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

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Governor

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August 30, 2013

To: Arizona Tribal Leaders
John Lewis, Director, Inter-Tribal Council of Arizona

From: Melanie K. Starns, M.A.G. *M. Starns*
DES Assistant Director
Division of Aging and Adult Services

Subject: DES Special Term and Condition

The following ALERT is attached:

<u>ALERT</u>	<u>FUND SOURCE/TYPE</u>
ALERT SFY-14-12F	Technical Assistance - DES Special Term and Condition

The ALERT is subject to change as additional information is received by the Division.

ALERTS are available on the Division website using the link:
<https://www.azdes.gov/daas/alerts>

Should you have any questions regarding the attached ALERT, please contact your assigned Contract Specialist.

cc: Lynn Larson, Nina Sutton, Bridget Casey, Cam Kowal, Jerry Lay, Fernando Armador, Cindy Saverino, Jutta Ulrich, Mark Radan, Tammy Frazee, Roberta Blyth, Toi La'shawn Ramey, Ben Kauffman, DAAS file

Division of Aging and Adult Services
ALERT

SFY-14-12F

**Technical Assistance
for SFY-2014**

Technical Assistance ALERTS are generated periodically to update contractual and/or programmatic requirements and/or clarifications. The purpose of this ALERT is to notify Tribal entities of the following revised Term and Condition that will be amended into contracts:

The Department of Economic Security (DES) Special Term and Condition Background Checks for Employment through the Central Registry will be changed to enable Contractors to have individuals work while their background checks are pending, and to update the website. The term will be modified to add the underlined language:

“A person awaiting receipt of the Central Registry Background Check may provide direct services to ADES clients after completion and submittal of the Direct Service Position certification if the certification states:

1. The person is not currently the subject of an investigation of child abuse or neglect in Arizona or another state or jurisdiction; and
2. The person has not been the subject of an investigation of child abuse or neglect in Arizona, or another state or jurisdiction, which resulted in a substantiated finding.

The Contractor shall maintain the Central Registry Background Check results and any related forms or documents in a confidential file for five (5) years after termination of the Contract. The Request for Search of Central Registry for Background Check is located at: <https://www.azdes.gov/opac/>.”

Should you have any questions related to this ALERT, please contact your assigned Contract Specialist.