September 29, 2017

ALTSA: ESF #2017-005
BACKGROUND CHECK: INTERIM FINGERPRINT CHECK NOTIFICATION

Dear Enhanced Services Facility Provider:

There has been some confusion regarding the Background Check Result letter when the background check types states Interim Fingerprint check as shown below:

Background Check Type: **Interim Fingerprint Check**
          A Washington State Name and date of birth check was
          completed. When the fingerprint check is complete, a final
          result will be sent to you.

The "**Interim Fingerprint Check Notification**" is your confirmation that a Washington State Name and Date of Birth Check has been completed. Do not disregard, lose or misplace this result letter. This result letter must be included in your records WAC 388-107-1310 .

Based on the Interim Fingerprint Check Notification results, you must take the appropriate action. If the Applicant/Employee is NOT disqualified and you wish to complete the fingerprint-based check, the applicant MUST schedule the fingerprint appointment as soon as possible after receiving the Interim Fingerprint Check Notification results.

Once the Background Check Central Unit (BCCU) completes the final Fingerprint Result, this overrides the "**Interim Fingerprint Check Notification**" in their current system and BCCU will be unable to reproduce the "Interim" result letter. If you lose or do not keep the "Interim Fingerprint Check Notification" letter you may be subject to a citation for failure to keep the required document.

Please note that you must have system in place to ensure that all background authorization forms, background checks results, related information, and all copies are kept in a confidential and secure manner.

If you have any questions, please contact Claudia Baetge at (360) 725-2589 or baetgcf@dshs.wa.gov.

Sincerely,

Candace Goehring, Director
Residential Care Services

"Transforming Lives"