



SNAP E&T Criminal Background Requirements Contractor Procedures

Oregon Department of Human Services (ODHS) has background requirements for direct service staff, volunteers and subcontractor staff that work with SNAP E&T participants.

SNAP E&T (Career Boost) service providers must verify that each of the provider's employees, volunteers, and affected subcontractor staff has not been convicted of any of the following crimes.

- Child or elder abuse
- Offenses against persons
- Sexual offenses
- Child neglect
- Any other offense bearing a substantial relation to the employee/volunteer's qualifications, functions or duties

In line with ODHS requirements, Worksystems submits the required background information to ODHS for approval. Where contractors choose to contest an ODHS decision, Worksystems will connect the contractor to the appropriate ODHS staff for that discussion. Worksystems does not have a role in hiring or staff retention decisions.

Additional information and detailed definitions can be found in the Career Boost Regional Program Standards.

Reporting Procedures

New Hires (Staff and Volunteers)

If a conviction for one of the crimes on the list is on the criminal background report these procedures must be followed:

- Complete the *SNAP New Background Justification* form, located on the Knowledge Base. Include the organization's justification for the new staff/volunteer hire.
- Submit the request through the I-Trac secure file exchange to "SNAP Background." (First Name = SNAP / Last Name = Background)
- Worksystems will submit the justification to ODHS and communicate back to the contractor the ODHS decision.

Existing Staff/Volunteers

There are two conditions where a report must be submitted to ODHS for an existing employee/volunteer.

1. If an affected employee receives a promotion or a significant change in work duties or if there is a reasonable basis to believe a new background check may be needed.
 - Follow the process outlined above for New Hires.
2. If an affected employee/volunteer has a new arrest, conviction or child/adult protective service case investigation (note this is investigations not just convictions) opened. These incidents must be reported by staff to their manager within five business days of the event. Management staff must then follow these procedures for reporting to OHDS:
 - Complete the *SNAP New Incident Report* form, located on the Knowledge Base.
 - Submit the request through the I-Trac secure file exchange to "SNAP Background." (First Name = SNAP / Last Name = Background)
 - Worksystems will submit the justification to ODHS and communicate back to the contractor the ODHS decision.