

Important Information About Criminal Background Check Requirements Ohio Home Care Program Non-Agency Provider Applicants

- You must complete an Ohio criminal background check conducted by the Ohio Bureau of Criminal Identification and Investigation (BCI&I).
- To obtain a background check, you must go to a location that performs electronic WebCheck background checks for submission to BCI&I. A listing of WebCheck agencies can be found on the Ohio Attorney General's website at the following link:

WebCheck Community Listing

<http://www.ag.state.oh.us/business/fingerprint/data/index.asp>

- You may contact BCI&I by telephone at (877)224-0043.
- Some applicants are also required to submit a Federal Bureau of Investigation (FBI) background check in addition to the Ohio background check. If any of the following applies to you, you are also required to submit an FBI background check:
 - You do not currently live in the State of Ohio.
 - You have not lived in Ohio for the last five consecutive years.
 - You have been arrested and/or convicted of a crime in another state.
 - ODJFS instructs you to obtain an FBI background check.

The results of your criminal background check must be sent **DIRECTLY** to the Bureau of Community Services Policy (BCSP) from BCI&I to the address below. Criminal background checks submitted to us by the WebCheck vendor, a local law enforcement agency, the applicant, or any entity other than BCI&I can not be accepted. You must provide the address below to the WebCheck vendor when you have your background check completed:

**Ohio Department of Job and Family Services
Bureau of Community Services Policy
Attn: BCI Coordinator
P.O. Box 182709 5th Floor
Columbus, OH 43218-2709**

Both the Ohio and the FBI background checks can take 30 days or longer to complete. Your application will not be processed until we receive the required background checks. You are encouraged to obtain your background check immediately. If your background check(s) is not received within 30 days of the date that we receive your application, your application will be terminated. Likewise, if we do not receive your application within 30 days of the date we receive your background check, it will be destroyed.

If you do not understand this information or have questions about the background check requirement, you should contact BCSP at (614) 466-6742.

Non-Agency Providers/Applicants The Impact of Criminal Convictions For the Ohio Home Care Waiver Program

Ohio Administrative Code (OAC) 5101:3-45-08 (“ODJFS-administered waiver program: Criminal records checks involving non-agency providers”) outlines the specific impact of criminal convictions on an individual’s eligibility to become or remain a non-agency provider for the Ohio Home Care Waiver program. This rule disqualifies applicants with certain convictions from becoming providers. The OAC does not allow ODJFS to make exceptions to the rule and the restrictions are summarized below.

If you have criminal convictions in Ohio or in any other state, you should review the requirements/restrictions of the OAC before submitting an application and paying for a criminal background check.

- The OAC lists the specific disqualifying convictions that will impact eligibility. This includes offenses from local municipalities or other states that are substantially equivalent to any of the Ohio Revised Code offenses listed. A conviction need not appear on your criminal background check for it to be considered.
- If you have one conviction for a disqualifying offense within the last 5 years, you are not eligible to be a non-agency provider. This 5-year period ends 5 years from either the date of your conviction, the end of your sentence, the payment of your fine(s), or the final release date from any period of supervision, whichever is later.
- If the victim of the crime for which you were convicted was under the age of 18, age 60 or older, or an individual of any age with disabilities, you are not eligible to be a non-agency provider, even if the 5 years from the date of your conviction has passed.
- If you were convicted of a disqualifying offense that was related to fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct involving a federal or state-funded program, you are not eligible to be a non-agency provider, even if the 5 years from the date of your conviction has passed. This includes, but is not limited to convictions related to Medicaid, food stamps, workers compensation, unemployment compensation, “welfare” or “poor relief.”
- If you have convictions for two or more disqualifying offenses, you are not eligible to be a non-agency provider.
- All convictions must be considered when determining your eligibility; convictions need not appear on your background check to be considered. Convictions identified through other means such as court records will be considered. Felony and misdemeanor convictions are both considered when determining your eligibility.
- Any conviction incurred or identified after you become a provider, must be considered when evaluating your eligibility to remain a provider.

If you do not understand this information or have questions about the impact of convictions on your eligibility, you should contact BCSP at (614) 466-6742.