



Corum Human Services

Lending a beacon of light and hope to all individuals with disabilities and special needs.

433 Lilys Way • Winchester, Virginia 22602

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| Area: Part III, Article 4: Personnel | Policy: 12VASC35-106-20. Definitions. 12VAC35-106-240. Criminal background and registry searches. | Pages: 2 |
| Title: 240 Criminal Background and Registry Searches | Issued: 07/2011 | Revised: 08/2021 |

Criminal Background and Fingerprinting

Purpose:

Code of Virginia Requirements

Under [§37.2-416](#) of the Code of Virginia, Corum Human Services LLC (CHS) shall require any applicant who accepts employment in a direct consumer care position (or supervises a direct consumer care position) to undergo fingerprinting and a criminal background check.

Under [§37.2-408.1](#) (§63.2-1726), CHS is required to conduct fingerprint-based criminal history and Central Registry checks for all employees, students, interns, volunteers and contractors. The results of these background checks must be received prior to permitting an applicant to work. Background checks are conducted by the [Virginia Department of Social Services \(VDSS\)](#), Office of Background Investigations (OBI). Go to [VDSS OBI](#) for access to background checks and information specific to Children's Residential facilities.

CHS, as a licensed provider, is required to initiate checks of child abuse and neglect for applicants through the Virginia Department of Social Services Central Registry.

All employees new to CHS will be required to complete fingerprinting through the Fieldprint©. **Please note:** Name and Sex Offender searches **are not done** in conjunction with Fingerprint Criminal Background Checks. These searches are only requested on Contractors, Interns, Students and/or Volunteers and are a requirement of employment with CHS. All new employees must have a favorable background and fingerprint report in order to continue with employment. If an employee is found to be unsuitable for employment per the results of the background, fingerprinting, and/or registry check they will be terminated immediately. An employee that fails to disclose any criminal convictions prior to beginning duties may be subject to disciplinary actions up and to termination of employment.



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Documents:

- [Form BIUSP-167](#) - Criminal History Record Name & Sex Offender Search Request
- [Attachment 2](#) - "Barrier Crimes List"
- [Attachment 3](#) - Disclosure Statement for Licensed Private Provider Employees
- [Attachment 4](#) - Authority for Release of Information
- [Attachment 6](#) - Applicant's Rights
- [Attachment 9](#) - Procedures for Challenging Virginia State Police Investigative Results
- [Attachment 10a](#) - Applicant's rights and procedures for Challenging FBI Results

By signing below, you confirm that you have read the background and criminal records checks policy and procedures prior to beginning your duties with CHS.

Employee Signature/Initials

Date

CHS Representative Signature

Date