

How to Save Money on Background Checks

Agency employers are responsible for ensuring applicants, new employees and veteran employees in direct services positions have adequate background checks. Below is the order we recommend agency providers use to conduct the initial background checks. This order, if followed could alleviate unnecessary costs and time for the agency provider.



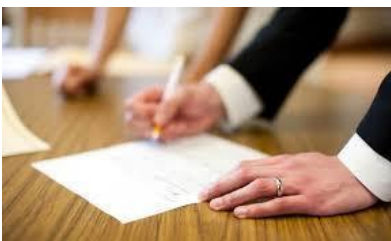
Step 1: Online Database Checks

Complete the six free online database checks before you hire. If an applicant has a negative finding on any of the six database checks they are not eligible to be employed in a direct services position. You will save money by eliminating unqualified candidates before

investing money in a BCII check. If an applicant will provide transportation, a driver's abstract is required at hire and every 3 years, also free online.

ARCS: The Automatic Registry Check System - ARCS is a free service. Enroll employees into ARCS to meet the requirement for 5-year database checks. ARCS notifies the employer if an employee's name shows up on any of the six database checks. This is a time saver.

[Get the details here.](#)



Step 2: Attestation Statement

Applicants sign a statement to attest they have no criminal history. If they are found to have disqualifying convictions at a later time the employee may be terminated. Here is the [Attestation Statement](#).

[Get the details here.](#)



Step 3: BCII & FBI Checks

If the agency is considering the applicant for employment the next step is to run a BCII check before the hire date. If the applicant is new to Ohio the employer will also run a FBI check. Use the correct [BCII/FBI codes](#), you will want to get this right the first time. The investment here is between \$30 and \$40 per applicant.

[Get the details here.](#)



Step 4: Rapback

Enroll employees into the Attorney General's Retained Applicant Fingerprint Background Check or Rapback. Rapback will automatically notify provider agencies of employees' arrests, criminal charges & convictions, the annual cost is \$5 per employee. Rapback enrollment is required. Employees enrolled in Rapback will not need subsequent fingerprint checks for BCII which saves the provider time and money. If an employee lives out of state an FBI check is required every 5 years.

Employees not in Rapback due to inability to obtain fingerprints must have a BCII and FBI (if they live out of state) completed every 5 years.

[Get the details here.](#)

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