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## Agreement for Conditional Employment

The Elderly Services Program (ESP) requires all employees hired by clients through the program's Consumer Directed Care option to meet the requirements set forth in Council on Aging's (COA) Consumer Directed Care Worker Background Check Policy and ESP's Conditions of Participation. This policy can be found on Council on Aging's website. This includes two components: 1) a successful review by Council on Aging's contracted Financial Management Services Provider, Palco, Inc., of specific criminal databases, and 2) the completion of an Ohio BCII criminal records check (or FBI criminal records check if the potential employee has resided in Ohio for less than 5 years).

This agreement allows a Consumer Directed Care Employer (ESP client or their authorized representative) to offer conditional employment to a Consumer Directed Care employee after the employee successfully completes the database reviews by Palco, Inc., but prior to the completion of the BCII (or FBI) criminal records check. The database reviews include:

- **SAM:** The United States general services administration's system for award management, which is available at <https://www.sam.gov/>
- **OIG:** The office of inspector general of the United States department of health and human services' list of excluded individuals, which is available at <https://exclusions.oig.hhs.gov/>
- **Abuser registry:** The department of developmental disabilities' registry of employees who've been cited for abuse, neglect, or misappropriation, which is available at [https://its.prodapps.dodd.ohio.gov/ABR\\_Default.aspx](https://its.prodapps.dodd.ohio.gov/ABR_Default.aspx)
- **Medicaid:** The department of Medicaid's online provider exclusion and suspension list, which is available at <https://medicaid.ohio.gov/provider/EnrollmentandSupport/ProviderExclusionandSuspensionList>
- **Sex offender search:** The Ohio attorney general's sex offender and child-victim offender database, which is available at <http://www.icrimewatch.net/index.php?AgencyID=55149&disc=>
- **Offender search:** The department of rehabilitation and correction's database of inmates, which is available at <https://appgateway.drc.ohio.gov/OffenderSearch>
- **Nurse aide registry:** The department of health's state nurse aide registry, which is available at [https://odhgateway.odh.ohio.gov/nar/nar\\_registry\\_search.aspx](https://odhgateway.odh.ohio.gov/nar/nar_registry_search.aspx).

If the worker does not present proof they have been a resident of Ohio for the five-year period immediately preceding the date of the database review, Palco, Inc. will conduct a database review of the nurse aide registry in the state or states where the applicant/employee lived.

The employee must complete the BCII portion of the background check within 60 days of the start of conditional employment. Completion includes finger printing, receiving the results from the designated background check provider, and submitting the results of the background check to Palco, Inc. If a disqualifying offense is uncovered in the BCII background check, the employee will be ineligible to serve as a Consumer Directed Care employee for the length of time outlined in the Background Check Policy. This period of ineligibility begins as soon as the results are returned, even if this is prior to day 60 of the conditional employment period.

By signing this agreement, I agree to conditionally hire my Consumer Directed Care employee after the successful completion of the database checks by Palco, Inc., but prior to the completion of the BCII criminal records check. I understand that my employee must successfully complete the full BCII background check within 60 days of the start of conditional employment to be eligible for ongoing employment.

_____	_____
<b>Name of Employer</b>	<b>Name of potential employee</b>
_____	_____
<b>Signature of Employer</b>	<b>Date of signature</b>
<b>Client ID number</b> _____	