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Employer Verification Acceptance of Responsibility of Criminal History Background Check Form

This form is for Colorado Consumer-Directed Attendant Support Services (CDASS) employers. This form tells Palco that you, the CDASS employer, want to hire an attendant with a criminal history. It also gives Palco your written acknowledgement that you accept responsibility for your hiring decision. Palco, as your Financial Management Services provider, conducts and pays for required criminal background checks on your behalf. It is your responsibility to review the background check report and carefully consider if the individual is appropriate to provide services to the member.

Instructions: Employer, complete form. Please return it to Palco by fax: 1-877-859-8757, email: enrollment@palcofirst.com or mail: PO Box 13260, Maumelle, AR 72113.

After completing an attendant's criminal background check, Palco sends CDASS employers the following items:

- A summary of the criminal background check results,
- A copy of the background check report,
- This Acceptance of Responsibility form, if necessary,
- The CDASS Background Check Crimes of High Risk policy, and
- A document outlining how to request an exception to hire the individual, if applicable.

Employer Selection of Criminal History Background Check Option

Palco has provided you with this form because a person you want to hire has a criminal history. As the CDASS employer, you must complete the following section if you choose to hire the person. Read the statements below and sign to show you accept responsibility for this hire.

- I have read the CDASS policy and I understand that a criminal history background record check on all attendants is mandatory.
- I understand that I may choose to hire an attendant who has a criminal history.
- I understand it is my responsibility to employ quality and safe attendants, and I accept responsibility for my decision should I choose to hire an attendant with a criminal history.

Employer Acceptance of Responsibility for Employment

As the employer, I have the right to choose to hire an attendant with a criminal record. In doing so, I accept responsibility for my decision and any potential consequences of my decision. By signing below, I choose to hire the attendant named below.

Attendant Name (first and last): _____ **Palco ID:** _____

Member Name (first and last): _____ **Palco ID:** _____

Employer Name (first and last): _____ **Palco ID:** _____

Employer Signature: _____ **Date:** _____