

ARIS SOLUTIONS
EMPLOYER HANDBOOK

VETERAN'S INDEPENDENCE PROGRAM



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ARIS Solutions is a Vermont non-profit financial services organization. We provide efficient, low cost financial services to other non-profit organizations. Additionally, we provide payroll services for over 5000 individual employers across Vermont. We support these employers with all payroll related issues so that they may focus on the important task of assuring that care is being provided. Our fee for this service is \$110.00 per month.

We are proud to support so many Vermonters to live more independent lives at home.

ARIS SOLUTIONS EMPLOYER HANDBOOK

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INTRODUCTION

ARIS Solutions is Fiscal Agent (payroll agent) contracted by Vermont Association of Area Agencies on Aging. ARIS Solutions provides payroll services for individuals who will be hiring and supervising employees to provide care for participating Veteran's funded through the Veteran's Independence Program.

Becoming an employer is a very serious and important undertaking. An employer must be willing and able to hire, train and supervise employees, along with making sure that all related paperwork is completed. The role ARIS Solutions plays as the payroll agent for the employer is entirely dependent upon the employer's ability to comply with State and Federal regulations and requirements.

As an employer you are responsible for hiring staff, assigning their work, and, ultimately, for assuring that they are paid in a timely manner in keeping with Department of Labor standards. Staff at ARIS Solutions is available to provide support and assistance so that you may more easily meet this very important responsibility.

EMPLOYER ROLE & RESPONSIBILITIES

- √ Understand and follow program requirements
- √ Understand what services are funded and managed by you, the employer
- √ Have the ability to respond to questions from the Payroll agent regarding wages and hours worked
- √ Recruit and select qualified employee(s)
- √ Interview applicants and carefully check references before offering anyone employment
- √ Advise selected employee(s) of their responsibilities
- √ Assure that employment forms are completed and submitted to the payroll agent, ARIS Solutions
- √ Train employee(s) to perform specific tasks as needed
- √ Develop a work schedule for your employee
- √ Arrange for substitute or back-up employees as needed
- √ Complete, authorize and submit employee(s) timesheets to ARIS Solutions in accordance with the payroll schedule. (Maintain copies of all employee(s) timesheets)
- √ Provide ongoing performance feedback to employee(s)
- √ Terminate employee(s) employment when necessary
- √ Notify the payroll agent of any necessary timesheet changes
- √ Review regular statements issued by ARIS Solutions to assure that funds are available to pay employees
- √ Pay employees out of pocket if there are no funds remaining, if the participant Veteran's budget ends or has no funds remaining

DEFINITIONS

Participant: This is the Veteran who is receiving care or services.

Employer: This is the person who hires employees to provide care for the consumer. In most cases the participant (Veteran) will also be the employer. The employer is responsible for hiring, scheduling, training, supervising employees or providers. The employer submits timesheets to ARIS Solutions according to the payroll schedule.

Employee: This is the person hired to provide care or services for the Participant (Veteran).

Budget: The budget is the total amount of dollars available to pay for services and goods provided for the participant.

Employer Tax Rate: This is the cost of matching Social Security and Medicare taxes paid by the employer. Additionally, the Employer tax rate includes the cost of State and Federal Unemployment taxes. The current rate for 2014 is 9.25%, including 7.65% for Social Security and Medicare taxes, 1% for State unemployment and .6% for Federal unemployment taxes. The amount of the Employer tax is based upon the gross wages paid to each employee.

Worker's Compensation: Worker's Compensation is an insurance policy which Pays for the cost of an employee's medical expense and lost wages in the event of a work related injury. Vermont Labor law requires that all employers obtain a Worker's Compensation policy to cover their employees. ARIS Solutions assists employers in obtaining Worker's Compensation policies. Employee's cannot work until a Worker's Compensation policy is in place.

Getting Started!

Four separate steps must occur in order for ARIS Solutions to be able to issue paychecks for your employees. Three of these steps are the responsibility of the employer. The fourth step is the joint responsibility of the funding source and the employer. These steps are as follows:

1. **Become an Employer.** In order for ARIS Solutions to pay your employees, we must have information about you. There are several forms you must complete and send to ARIS Solutions. These forms include:
 - a. **Employer Appointment of Agent.** The purpose of this form is to give ARIS Solutions the legal ability to act as your Payroll Agent. Without the completion of this form, ARIS Solutions is not legally able to act as your payroll agent. Please be sure you complete sections #2, #3, #4 and sign the form.
 - b. **Power of Attorney and Declaration of Representative.** This form is necessary to allow ARIS Solutions to make payments to the Federal Government as well as to interact with the Federal Government on your behalf regarding payroll tax issues. This is a very limited Power of Attorney. It has no connection with your own personal income taxes. Please be sure to complete Section 1, including your Social Security number and Telephone Number. Page Two of the Power of Attorney form simply requires the employer's signature on #9. No additional information is needed.
 - c. **Employer Identification Number.** This form establishes you as a legal employer. It is required for all individuals who will be managing funded services.
 - d. **Tax Information Authorization.** The purpose of this form is to allow ARIS Solutions to have interaction with the IRS on your behalf as needed.
 - e. **Worker's Compensation information:** This form is required in order to begin the process of obtaining a Worker's Compensation policy for each employer. Employee's may not work or be paid until a policy has been obtained. It may take up to two weeks after the employer completes the required paperwork for a policy to be issued.
 - f. **Participant Information.** This form is needed so that ARIS Solutions may connect you with the funding source. Please include the name, birth date and social security number of the participant (Veteran).

2. **Hiring Employees**: An employee hiring packet must be completed for each person you hire. Please remember, you are an employer. As with any employer, whether the employer is McDonald's, the local school system or IBM, there is paperwork that must be filled out by the new employee and you, the employer. Employees are unable to be paid until this paperwork is completed. **The forms needing completion are required by the State and Federal Government.** All employees are required to have background checks completed for each new employer they work for. New hiring paperwork must be completed for any employee who has not been paid for a period of one year or more.

Employee forms include:

- a. **Employee Hiring Notice**. This form tells ARIS Solutions who you are hiring and what their name, address, telephone number and Social Security number is. This form also tells ARIS Solutions what date the employee will begin to work for you. As employer, you must sign this form.
- b. **W-4 Employee's Withholding Allowance Certificate**. This form is to tell ARIS how to process Federal Income Taxes for your employee. The employee must complete this form. They must complete at least Sections 1, 2, 3, and 5 and sign the form.
- c. **W-4 VT**. This is the Vermont State Withholding Form. The employee should fill out Sections 1, 2, 4, and 5.
- d. **Employment Eligibility and Verification form**. This form is required by the Federal Department of Immigration and Naturalization. The employee must fill out and sign Section 1.

As employer, you must fill out Section 2. *You* must write down under List A, **or** List B **and** List C information from your employee's forms of identification. For example, if the employee is showing you his/her social security card and Drivers License, you must write down their social security number as it appears on the card as well as the employee's driver's license number. You will find a full page list of Acceptable Documents along with this form. Please remember to sign this form under Section 2.

- f. **Direct Deposit form**. **This is required form.**
Please note that it takes at least one full payroll in order for the Direct Deposit process to begin.

Background Checks

Five background checks are required to be completed by the Vermont Association of Area Agencies on Aging for all employees. Background checks are merely a screening tool. We strongly recommend that you interview applicants and carefully check references before you offer anyone employment. Employees *must* sign the background check agreement form prior as a requirement of hiring. Please be aware that background checks are run for Vermont findings, only. Background checks provided by ARIS Solutions will not result in notification of criminal convictions or abuse substantiations founded in any state other than Vermont. Employers may choose to go online to conduct their own independent background checks at their own cost.

- Agency of Human Services, Adult Protective Services and Child Abuse Registry. These checks are done to determine if your employee has ever been founded for abuse, neglect or exploitation of a child or an ageing or disabled adult in Vermont. In accordance with the Vermont Association of Area Agencies on Aging policy, an employee listed on these registers may not continue to be paid with Medicaid funds through the ARIS Solutions payroll system. If your employee is found to be on a register, you will be notified in writing. Please have your employee fill out and sign Section 2 of this form. No other sections should be completed.
- Vermont Criminal Information Center . This form allows ARIS Solutions to obtain information regarding any criminal conviction history in Vermont that your employee may have. As with above, if your employee is found to have a criminal finding which excludes the employee from continuing to be paid with program funds through ARIS Solutions you will be notified in writing.
- Vermont DMV Record Request. This form is used to determine any driving violations your employee may have. It is up to you to determine if you feel comfortable having your employee provide transportation for the consumer involved. Please have your employee fill out their name, address, social security #, driver's license number and date of birth. The employee must sign the DMV Record Request as well. There is no payment required for this background check.

If your employee will not be driving as part of their work for you, it is not necessary for them to fill out this form. *If this is the case, you must state on the form, that the employee will not be driving as part of their job.*

- Other Background Checks. Background checks including information from the Vermont Crime Information Center (VCIC) and the Exclusions Database of the Federal Department of Health and Human Services' Office of the Inspector General are conducted by ARIS Solutions for all employees.

Background Check Waivers

A copy of the Vermont Association of Area Agencies on Aging Background check policy is included at the end of this handbook. Included with the policy is the procedure you (as employer) may use to request a waiver of a background check finding which excludes an employee from being paid with program funds through ARIS Solutions.

Employee Restrictions

The following restrictions apply to all **Employees**:

- Employees with a substantiated history of abuse, neglect, or exploitation of an adult or child as well as a conviction of a violent crime, money crime or felony drug crime, etc. may **not** be paid to provide any services paid with program funds. The payroll agent will check the Vermont Adult Abuse Registry and the Vermont Child Abuse Registry for the names of all such current or prospective employees.
- A consumer's **EMPLOYER** may **not** also be a paid **EMPLOYEE** for any services for that consumer.
- Employees cannot be paid to provide Personal Care services when a participant has been admitted to a hospital or nursing home.

2. Timesheets. It is the responsibility of the employer to submit timesheets for employees. Employers are provided with a payroll schedule. Employers must be sure to submit timesheets according to the schedule. Timesheets **must** be in the ARIS Solutions office according to the payroll schedule in order for staff to have sufficient time to process the timesheets for payroll. Please be sure to include all required information on the timesheets. Should you have questions when filling out timesheets, do not hesitate to call ARIS Solutions for assistance. Timesheets must include, at a minimum, the participant's (Veteran) name, the employee's name, the last four digits of the employee's social security number, the dates and hours worked by the employee, the employee hourly pay rate, the employee's signature and the employer's signature.

Unfortunately, timesheets which are lacking the employee or employer signature must be returned to the employer for correction. Payroll cannot be processed until timesheets are properly signed.

Employers are encouraged to maintain a copy of all timesheets for their records. It is very useful for the employer to have these timesheets available in the event of questions on a payment to an employee or for auditing purposes.

3. Timeframe for submitting timesheets Timesheets must be received at ARIS Solutions no longer than 30 days after the services are provided. Employee timesheets received in our office more than 30 days after the services are provided cannot be paid by ARIS Solutions. As an employer, however, you will be responsible to pay your employees out of pocket.

4. Service vendor or goods payments Employers must submit requests for payments to service vendors or requests for payment of good within 60 days of the service provided or the purchase of a good. An invoice or receipt is required for all such payments. No vendor payments or goods payments can be issued by ARIS Solutions if the request is submitted more than 60 after the service was provided or the item was purchased.

5. Payroll on Holiday Weeks Payroll is processed as usual in accordance with the payroll schedule, including those weeks in which a holiday occurs. In order to assure that the payroll deadline is met, ARIS Solutions staff may work on holidays. Arrangements are made to obtain our mail from the post office as usual. While our office doors are not open on a holiday, our drop box located next to our main door is available at all times. ARIS Solutions staff check the drop box for mail four times on each day to obtain timesheets and other paperwork which has been dropped off.

We are unable to assure that timesheets arriving late on a payroll week will be paid. Please be sure that you follow the payroll schedule.

Wages: Employers determine the hourly wage to pay employees. Wages must, however, be in keeping with the Vermont Department of Labor regulations. At present minimum wage in the State of Vermont is \$8.46 per hour. Employee's may not be paid less than this hourly rate. In accordance with the VA and Vermont Association of Area Agencies on Aging employees may not be paid more than \$20.00 per hour (including vendor rates).

Approved Participant Budgets. The Area Aging on Aging in conjunction with the Veteran's Administration **must** provide an authorization/budget in order for ARIS Solutions to provide payroll for your employee's. This authorization must be received by ARIS Solutions before paychecks can be issued. The authorization informs ARIS Solutions of the name of the approved employer as well as the approved monthly budget for the Participant.

Employer Statements. Statements are mailed by ARIS Solutions to all employers on a regular basis. These reports reflect the total funds available, employees paid, total funds deducted from the budget and the ending balance reflecting the remaining available funds and savings. Reports are mailed out on the week alternating with the payroll. It is very important for employers to monitor these reports closely. ARIS Solutions cannot issue payment if there are insufficient funds remaining in the budget.

Budget Problems: All employers must be aware that they are responsible to assure that employees are paid for all hours worked. If there are no funds remaining in the participant's budget, if participant eligibility for the VIP ends or if the services are not reauthorized annually as required, ARIS Solutions cannot issue payment to employees. Employers must pay their employees with their own funds if employees have been scheduled to work by the employer and there are no funds available to pay through ARIS Solutions. It is the responsibility of the employer to carefully monitor available funds or hours of service when scheduling any employee to work.

EMPLOYER PAYROLL TAXES

All employers are responsible to pay matching payroll taxes for their employees. ARIS Solutions manages these payments for all employers using ARIS Solutions as a payroll agent. The cost of these taxes is deducted automatically from the participant's budget with each payroll. These taxes, which total are a fixed percentage of payroll, include matching Social Security and Medicare payments along with deductions to pay for Unemployment Insurance and Workers Compensation Insurance. The current rate for employer taxes is 9.25%. Please be sure to take this rate into consideration when planning the use of your budget. For example, if your employee makes \$10.00 per hour and works for 10 hours, the gross pay to that employee will be \$100.00. The consumer's budget will have \$109.25 deducted for the employee's pay along with the additional employer taxes.

This is the cost of matching Social Security and Medicare taxes paid by each employer. This amount is separate from any taxes that may be withheld from employee's pay.

A pay rate conversion sheet for the payroll year of March 1, 2012 to February 28, 2013 can be found on the last page of this handbook.

WORKER'S COMPENSATION

All employers are required to obtain Worker's Compensation insurance before employees may begin to work. ARIS Solutions assists employers to obtain this insurance coverage. Employers must complete the Worker's Compensation form in the employer start up packet in order to get the process underway. Employers will be notified as soon as a policy is in place. Once notified of the coverage, employees may begin to work.

The cost for Worker's Compensation insurance can vary somewhat, although the minimum policy is no less than \$1000.00 per year. The exact cost is determined by the insurance company and depends upon the number of full or part time employees to be hired as well as the total wages to be paid in a year to all employees.

The cost of the policy is paid from the Veteran's monthly budget and is broken down into equal monthly amounts. For example; if the cost of a policy is \$1200.00 for one year, \$100.00 will be deducted from the Veteran's budget each month. Policies cover a one year period, only, and need to be renewed each year. ARIS Solutions will pay for the cost of the policy upfront, as required by the insurance companies, with the employer "repaying" that amount over the next 12 months.

Worker's Compensation insurance covers medical expenses as well as lost wages in the event that an employee is injured on the job. It is the responsibility of the employer to contact the Worker's Compensation insurance company right away if an employee becomes injured on the job.

Fraud

Fraud is committed when an **EMPLOYER** or **EMPLOYEE** is untruthful regarding services provided, in order to obtain improper payment. The Veteran's Administration investigates and prosecutes people who commit fraud. **Fraud is a felony and conviction can lead to substantial penalties (including but not limited to, imprisonment up to ten years, or a fine up to \$1,000 or an amount equal to twice the amount of the assistance or benefits wrongfully obtained, or both). Additionally, individuals convicted of fraud may be excluded for a minimum of five years from any employment with a program or facility receiving Medicaid funding.**

Examples of Fraud include:

- Submitting timesheets for services not actually provided (e.g., signing or submitting a timesheet for services which were not actually provided)
- Submitting timesheets for services provided by a different person (e.g., signing or submitting a timesheet for services provided by a different person)
- Submitting twice for the same service (e.g., signing or submitting a timesheet for services which were reimbursed by another source, or signing or submitting a duplicate timesheet for reimbursement from the same source)
- Requiring an employee to "share" their paycheck with the employer

As required by the Association of Area Agencies on Aging contract with ARIS Solutions, suspected cases of fraud will be referred to the Veteran's Administration as well as the AAA overseeing services and may be referred to the local police authorities for further investigation and possible prosecution.

FREQUENTLY ASKED QUESTIONS

1. Do employees have to fill out new hiring packets if the employer changes?

Yes. The new Surrogate/Employer is considered to be a new company. Each time the company changes, Employees must complete new paperwork. The State of Vermont requires new background checks be done for each new Employer. It is not legally permissible to “share” background check information with additional employers. The Federal Government requires that all Employers have W-4 and Employment Eligibility Verification confirmation for all employees. This information is also not transferable between Employers.

2. Will the Employer be notified by ARIS Solutions when all the initial employer and employee paperwork has received?

No. Should the paperwork you have submitted be incomplete or missing signatures, the full employer or employee packet will be returned to you for correction.

3. If an Employee is already in the ARIS Solutions system, and they begin to work for a second Employer, must they still fill out all of the hiring paperwork?

Yes. The reason for this is as above in #1.

4. Why does ARIS Solutions send back an entire packet if only one form is missing information?

ARIS Solutions must have all of the required information prior to processing payroll for any Employees. ARIS Solutions has found, by experience, that once payroll activity has begun, required paperwork sometimes does not arrive at our offices. ARIS Solutions is legally responsible to maintain all required State and Federal documents as per our contract with the State of Vermont. By keeping the entire packet together the chances of any single piece of information being lost is minimized.

5. Does ARIS Solutions process payroll for employees before the VA/AAA sends ARIS Solutions authorization of available funding for services?

No. ARIS Solutions is not able to process payroll for any Employee unless a funding authorization has been forwarded to ARIS Solutions by the VA/AAA. Once the funding authorization is received at ARIS Solutions, Employees are paid in the next scheduled payroll.

6. What does ARIS Solutions do if timesheets are not filled out correctly?

ARIS Solutions staff will attempt to call Employers on the phone to obtain corrected information. If the Employer is unavailable or does not return the phone call, the timesheet cannot be paid. ARIS Solutions will return timesheets to the Employer for correction if they are unable to reach them by phone. Please remember that timesheets are considered to be legal documents. ARIS Solutions staff are not legally able to make changes or corrections on timesheets without the express direction by the Employer. Unfortunately, should a timesheet be missing the Employer or Employee signature, we are required to return the timesheet to the Employer.

7. Does ARIS Solutions accept faxed timesheets?

Yes.

8. Why must Employers, only, submit timesheets and other paperwork to ARIS Solutions?

This must be done by Employers only as a means of preventing fraud. There have been instances over the past several years in which Employees who have been asked to submit their own timesheets to ARIS Solutions have altered (increased) the number of hours on the timesheet resulting in fraudulent payments.

9. What happens if a consumer runs out of funds, becomes ineligible for the program or is terminated for services before all employee timesheets are paid?

It is the responsibility of the employer to monitor consumer budgets, to be aware of eligibility and to be involved in any changes in funding made by the agency. If no funds are available through these programs, ARIS Solutions cannot pay employees. It then becomes the responsibility of the employer to pay employees from their own personal funds.

10. Does ARIS Solutions provide private payroll services for individuals who are not eligible for Vermont State funded programs?

No. In the future, ARIS Solutions may consider providing such services. At present, ARIS Solutions does assist a small number of employers who wish to supplement payments to employees. Such payroll support is provided only as capacity allows, and on a case-by-case basis.

11. Are Employees covered by Worker’s Compensation Insurance?

ARIS Solutions assists employers in obtaining a Worker’s Compensation insurance policy when enrolling in the program. The cost of this coverage is paid from the participant’s budget over the first six months of the program. A new Worker’s Compensation policy must be purchased any time there is a change in employer. Employees may not begin to work until a policy is in place.

12. How does ARIS Solutions process payroll on weeks which include holidays?

Payroll is processed as usual every week, including those weeks in which a holiday occurs. In order to assure that the payroll deadline is met, ARIS Solutions staff may work on holidays. Arrangements are made to obtain our mail from the post office as usual. While our office doors are not open on a holiday, our drop box located next to our main door is available at all times. Staff check the drop box for mail four times on each day to obtain timesheets and other paperwork which has been dropped off to us.

Timesheets *must* arrive at ARIS Solutions no later than 4:00 p.m. on the due date every payroll week, whether by mail or in our drop box. We are unable to assure that timesheets arriving later than 4:00 pm on a payroll week will be paid.

Please be sure that you follow the payroll schedule to assure that your employees are paid on time.

REASONS FOR NON-PAYMENT OF EMPLOYEE TIMESHEETS

ARIS Solutions staff want to be sure that all employees are paid on time. Staff makes every effort to make this possible. Sometimes it may be necessary for ARIS Solutions to return employee timesheets to an employer. Returning timesheets to employers for corrections will likely result in the employee's paychecks being delayed. ARIS Solutions cannot process *any* timesheet which does not have the original ink signatures of both the employer and the employee.

ARIS Solutions has to follow rules spelled out in a contract with the Veteran's Administration, the Association of Area Agencies on Aging. Sometimes this means that timesheets have to be returned to the employer when the following information is missing:

1. Missing employee signature
2. Missing employer signature
3. Signature of anyone other than the employer of record on the employer signature line.
4. Two participants listed for services on one timesheet. Employees must fill out one time sheet per pay period for *each* participant they provide care for.

For timesheets submitted without the information below, ARIS Solutions staff will try to call employers by phone during the pay week to ask for the missing information. If the employer is unavailable at the time staff call, a voice mail message (when possible) will be left asking for a return call. Staff will continue to seek the needed information up through the time pay roll is processed. If staff cannot get the needed information, the timesheet cannot be paid and must be mailed back to the employer for correction.

If a timesheet is returned to the employer for one of the above reasons, the employer must complete or correct the identified error, and re-submit the timesheet to ARIS Solutions. The timesheet will be processed and paid in the next pay period following receipt in the ARIS Solutions office. Other required information:

1. Missing employee name
2. Missing consumer name
3. Missing dates of service

Other reasons an employee may not be paid:

1. Late time sheets. Time sheets must be received in the ARIS Solutions office according to the Payroll Schedule. All timesheets are date stamped upon arrival in the ARIS Solutions office. Envelopes containing timesheets received by ARIS Solutions after the required due date are attached to the timesheets, documenting the post mark of the date the timesheet was mailed.
2. Lack of or incomplete Employer or Employee enrollment forms.
3. Lack of available funds.
4. The Participant is in the hospital or nursing home.

Vermont Association of Area Agencies on Aging Policy

Background Checks

Background checks are required for all workers who are paid with funds administered by the Veterans Independence Program and who either provide care to a person who receives services; or manage funds or services on behalf of a person who receives services.

A “background check” includes all of the following:

1. A request for information about all substantiated findings of abuse, neglect, and exploitation directed to the Department for Children and Families (DCF) child abuse registry;
2. A request for information about all substantiated findings of abuse, neglect, and exploitation directed to the Department of Disabilities, Aging and Independent Living (DAIL), Division of Licensing and Protection adult abuse registry;
3. A request for information about all criminal convictions directed to the Vermont Crime Information Center (VCIC);
4. A complete Motor Vehicle Driver Record from the Vermont Department of Motor Vehicles.
5. An on-line search of the Exclusions Database of the federal Department of Health and Human Services’ Office of Inspector General as www.oig.hhs.gov.

Responsibility for Ensuring that Background Checks Are Completed

- A. Under contract with V4A, the Fiscal Management Services organization will be responsible for ensuring that the required background checks are conducted.
- B. In their role as employers, Veterans and their surrogates are responsible for obtaining the signed and completed forms necessary for the background checks to be completed.

Payment for Background Checks

Applicants shall not be charged for the costs of background checks. The costs of background checks are considered part of the administrative costs paid by the employer or surrogate.

Employment Pending Completion of Background Checks

An offer of employment or contract may be made contingent upon a satisfactory background check.

An employee may, at the discretion of the Veteran or their surrogate, provide services to the Veteran pending receipt of the results of the background check, but under no circumstances may an employee be paid for longer than sixty (60) days without receipt of a completed background check.

Restrictions Upon Employment & Contracting

Funds administered by the VIP program may not be used to employ, place or contract with a person who has 1) a substantiated record of abuse, neglect, or exploitation of a child or a vulnerable adult; 2) been excluded from participation in Medicaid or Medicare services, programs, or facilities by the federal Department of Health and Human Services' Office of the Inspector General; and/or; 3) A criminal conviction for an offense involving bodily injury, abuse of a vulnerable person, a felony drug offense, or a property/money crime involving violation of a position of trust, including, but not limited to:

Aggravated assault	Hate motivated crime
Aggravated stalking	Kidnapping
Aggravated sexual assault	Lewd and lascivious conduct
Assault and robbery	Simple assault
Manslaughter	Sexual assault
Assault upon law enforcement	Murder
Cruelty to children	Domestic assault
Arson	Stalking
Extortion	Embezzlement
Abuse, neglect, or exploitation of a child or vulnerable adult	Recklessly endangering another person while driving

Questionable Background Check Results

If a background check reveals a non-restricted conviction or motor vehicle violation, the Veteran or Surrogate may, at his/her discretion, hire or contract with the worker.