

## Department of Human Services Information Bulletin

**To:** Licensed Providers, Medicaid-Approved Providers, and Fiscal Intermediaries

**From:** Deborah Robinson, Director Office of Program Integrity and Accountability

**Date:** June 29, 2022

**Subject:** **Employee Onboarding**

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The Department of Human Services (DHS) will provide expedited approval of emergency hiring requests **through September 30, 2022**. This includes Self-Directed Employees (SDEs). The provider or fiscal intermediary will follow the below process:

- Check the Central Registry of Offenders <https://cro.dhs.state.nj.us> before offering emergency applicants a position. If the applicant is not listed on the Central Registry, you may offer them a position and begin onboarding. The employee can begin training but may not have client contact until the background check has been completed. DHS will determine if the person was previously cleared for hire and advise the agency promptly.
- Securely email requests to hire to [DHS.ECCU@dhs.nj.gov](mailto:DHS.ECCU@dhs.nj.gov) with the subject line “REQUEST TO HIRE” – in the body of your email, including the following applicant or employee information:
  - Full first and last name;
  - Date of birth;
  - Last four digits of the person’s social security number.

DHS will determine if the person has already cleared a federal and state background check. If so, the person may work without restriction, but the provider or fiscal intermediary must complete a background check within 90 days of employment. If DHS advises that the person has not yet cleared a federal and state background check, the person may work provisionally for up to six months under the supervision of another employee with at least six months of direct care experience until the background check is completed. Prior to such provisional employment, the person must submit a statement attesting that they have not been convicted of any relevant crimes or offenses, which may be done via an employment application. The person may work without restriction as soon as the background check is completed and clear.

The following timelines have also been temporarily modified to accommodate expedited provider hiring:

- Pre-employment drug testing must be completed within the first 60 days of employment.

Questions should be directed to [DHS.ECCU@dhs.nj.gov](mailto:DHS.ECCU@dhs.nj.gov)