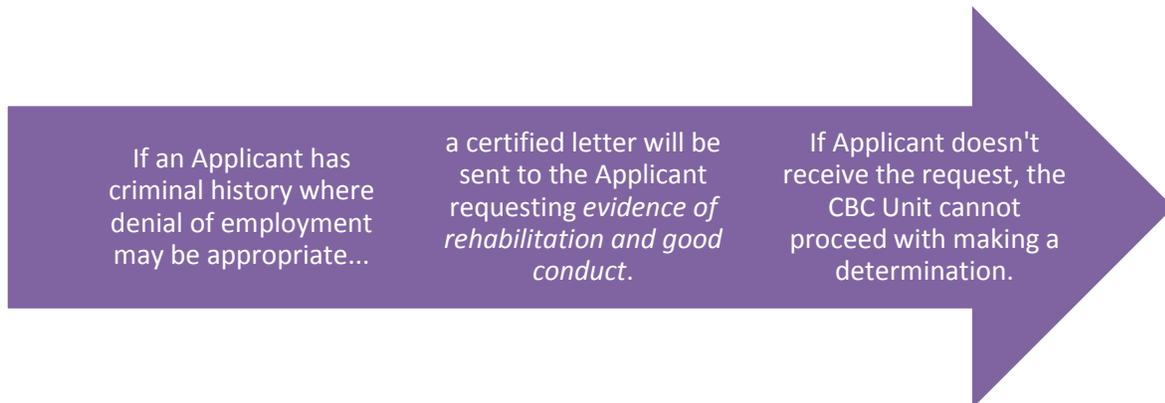
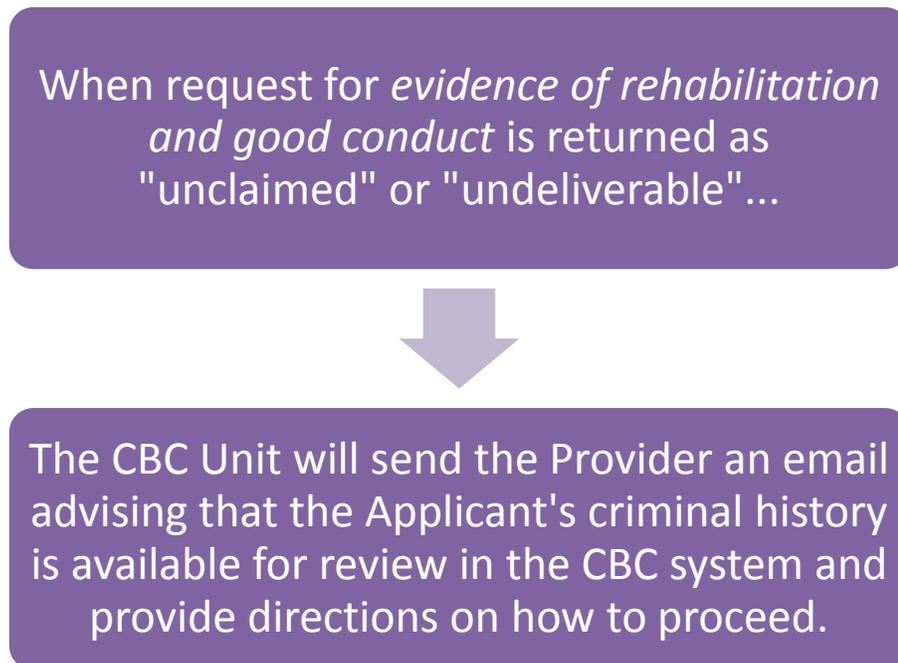


## Change in Procedure for Applicants with Criminal History



Beginning on February 1, 2015:



If the Applicant does not receive the request for *evidence of rehabilitation and good conduct* he or she cannot be considered for employment. The CBC process will not proceed until Provider reviews the criminal history summary and advises the Justice Center that it is still interested in hiring the applicant.

If Provider remains interested in hiring the Applicant, an email must be sent to [cbc@justicecenter.ny.gov](mailto:cbc@justicecenter.ny.gov) to:

1. advise criminal history summary has been reviewed by the Provider;

2. verify correct address was provided; and

3. request that the CBC Unit resend the certified letter to the Applicant.

If the Provider is not interested in moving forward with the employment application,

the Applicant's status must be updated in the CBC system as "Application Withdrawn."

***Important Note: Change in Procedure for Applicants with Criminal History***

After reviewing an Applicant's criminal history, if the Justice Center is considering directing the Provider to deny employment, the Justice Center is required to give the Applicant an opportunity to provide evidence of rehabilitation and good conduct. The Justice Center will send a certified letter through the US Post Office to the Applicant at the address submitted during the fingerprint registration process.

Certified mailing requires a signature for delivery. If the Applicant is not available to sign for the letter, the Post Office will leave a notice advising the Applicant that he/she must claim the letter. If the letter is not claimed in a timely manner, the Post Office will return the letter to the Justice Center. The Justice Center will notify the Provider's Authorized Person that the letter is "unclaimed" or "undeliverable". The Justice Center will not contact the Applicant directly regarding the unclaimed mail.

Please be advised that an Applicant cannot be considered for employment if he or she does not respond to the request for evidence of rehabilitation and good conduct.

**Beginning February 1, 2015:** when the request for evidence of rehabilitation and good conduct is returned as "unclaimed" or "undeliverable," the Justice Center will send the Authorized Person an email advising that a summary of the Applicant's reportable criminal history is available in the CBC System and directions on how to proceed.

The criminal background check process will not continue until the Provider reviews the reportable criminal history and advises the Justice Center CBC Unit that it remains interested in hiring the Applicant. To request that the criminal background check process proceed, the Authorized Person must send an e-mail to [cbc@justicecenter.ny.gov](mailto:cbc@justicecenter.ny.gov) to:

- advise that the summary of criminal history has been reviewed;
- verify that the correct address for the Applicant has been provided; and
- request that the Justice Center resend the letter requesting evidence of rehabilitation and good conduct to the Applicant.

Please do not advise the Applicant to call the Justice Center. If the CBC Unit needs information from the Applicant, we will contact the Applicant directly.

If the Provider is not interested in moving forward with this employment application, the Applicant's status in the CBC system must be updated as "Application Withdrawn".

During the pendency of the criminal background check process, the Applicant may not be employed or provide volunteer service that involves regular and substantial unsupervised or unrestricted physical contact with the Provider's service recipients.

If you have any questions, please contact the CBC Unit at 518.549.0361 or [cbc@justicecenter.ny.gov](mailto:cbc@justicecenter.ny.gov)

Thank you.