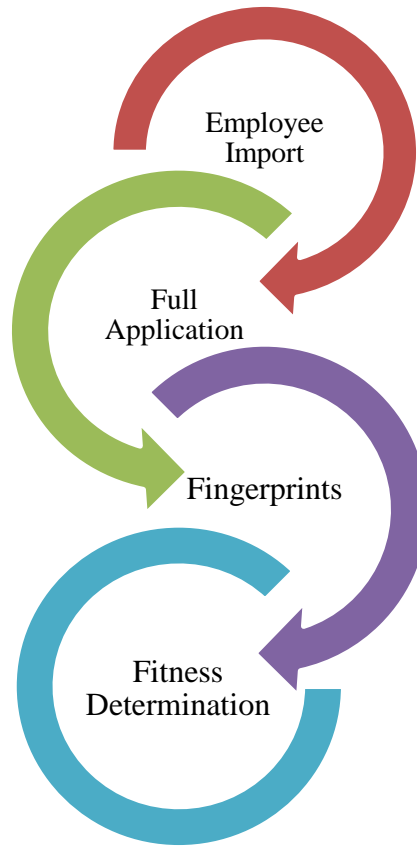


## WV CARES Helpful Tips

### WV CARES Workflow



### Quick Tips

- If you are regularly receiving notices regarding fingerprint submission and you have outstanding applications follow up with MorphoTrust prior to contacting WV CARES
- Using an incorrect facility number cancels out the automation piece in the WV CARES system and greatly affects the time frame you receive the clearance letter for an applicant
- The applicant must be prescreened (application completed and necessary documentation, including the self-disclosure uploaded) prior to fingerprinting per W.Va. Code 16-49-1 et seq.
- The provisional hire option is reserved for new hires only; ***do not*** provisionally hire current employees (those imported on spreadsheet)
- New hires cannot be provisionally hired until an applicant is prescreened (application submitted, all required documents uploaded and you verify fingerprints have been taken (a receipt from MorphoTrust or a notice from WV CARES))
- Use the legal name of the applicant, enter the correct date of birth and verify spelling of name; fingerprint submissions cannot be properly matched to a facility with mismatched information
- Check your notifications; as an application is processed you are notified of status, rejections and or action you may need to take to resolve this issue

## General Background Check Tips

- WV CARES background checks are fingerprint based not social security number or name based. Therefore, submissions cannot be mistaken for someone else. Even twins have unique fingerprints.
- Results received by WV CARES record the first interaction with law enforcement or courts to present.
- Unless expunged by a court of law, arrests/charges/convictions are not removed from the background check automatically. Applicants/Employees should not assume events have “fallen off” the background check.

## Self – Disclosures

- Must be signed by both the applicant and a facility/agency representative
  - Facility/agency rep signs in the “For Office Only” box
- Falsification of the self – disclosure constitutes a disqualifying offense
- The self-disclosure form must be filled out prior to entering an application in the WV CARES system
- Self-disclosures must be uploaded into the WV CARES system. Failure to upload could result in a delay in receiving the fitness determination.

## Disqualifying Offenses

Per W.Va. St. R. §69-10-2 there are certain crimes (convictions or pending charges) that will result in an automatic disqualification or “not eligible” determination. Below are examples of these crimes. Please keep in mind that this list is not all exhaustive but meant for a guide when determining whether a variance needs to be submitted at the time of application.

1. State or federal health and social services program – related crimes (both misdemeanor and felony)
  - a. Welfare fraud
  - b. Unemployment fraud
  - c. Worker’s Compensation fraud
  - d. Social Security fraud
2. Patient abuse or neglect (both misdemeanor and felony)
3. Health care fraud (both misdemeanor and felony)
4. Felony drug crimes
  - a. Many federal drug crimes are felonies and therefore disqualifying
5. Crimes against care-dependent or vulnerable individuals (both misdemeanor and felony)
  - a. Child abuse and/or neglect
6. Felony crimes against a person
7. Felony crimes against property
8. Sexual offenses (both misdemeanor and felony)
9. Felony crimes against chastity, morality and decency
  - a. Pandering
  - b. Bigamy
10. Felony crimes against public justice
  - a. Failure to pay child support
  - b. Perjury
11. Falsification of Self – Disclosure form

## Variations

- Variations must be submitted to [varianceswvcares@wv.gov](mailto:varianceswvcares@wv.gov) . **Under no circumstance should variance paperwork be uploaded into the WV CARES system.**
- Per W.Va. St. R. §69-10-7 variations must be received by the WV CARES office within 30 days of the ineligible determination (date on ineligible letter). Facilities/agencies are notified immediately.
- Variations can be submitted at the time of application. An ineligible determination will still be entered but submitting the variance at time of application cuts down on the amount of time an applicant/employee must be removed from duties.
- Applicants/Employees who have received an ineligible determination cannot continue to work until a variance has been received and the agency/facility has received email documentation from WV CARES that it is in process.