Employment Verification Instructions

Providers are required, per 7 AAC 10.910(d), to annually verify each applicant's continued association with their entity. Annual verification is needed to ensure only actively associated individuals continue to be monitored in the criminal history rap back program. PLEASE NOTE: By verifying an applicant is associated with your entity, the applicant will remain in the rap back system and the Background Check Program will continue to receive notification of negative criminal history actions, if any. DO NOT verify an applicant's association if they do not continue to have association* with your entity as the Background Check Program is not entitled to this information.

*For staffing agencies, association means the individual is actively placed and working in a licensed and/or certified entity in Alaska. It does not include continued association with the overall staffing agency and the individual working outside of Alaska.

To complete the Employment Verification process, take the following steps:

- Continue to monitor all applicants associated with your entity through your Home screen At a
 Glace table in NABCS for items needing attention, such as hiring actions and employment
 verification. Please remember, you must take official hiring actions in the system. Failure to take
 timely action may invalidate an individual's determination.
- 2. From your Home screen, go to the Employees section on your At a Glance table. The system will identify which individuals are due employment verification within the upcoming 30 days and which individuals, if any, are overdue for employment verification.

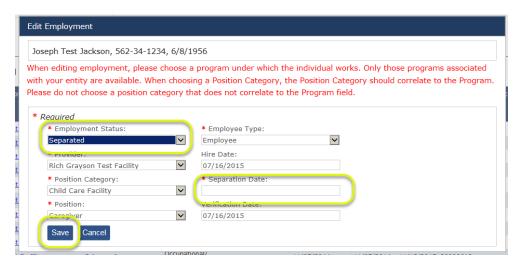
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
Employment Verification Needed (Within 30 Days)	<u>35</u>
Employment Verification Past Due	<u>34</u>
New Background Check Needed (Within 30 Days)	0

3. Click on the underlined blue number to identify which applicants require employment verification. Review the applicants and check the box for those individuals who are currently associated with your entity and click the Verify Selected button.



4. If all applicants are currently associated with your entity, you may click the Select All button and then click the Verify Selected button. Please note, if you have more than one page of applicants needing verification, you may only use the Select All for one page at a time. You may need to refresh the table to review the remaining applicants and confirm association.

5. If an applicant is no longer associated with your entity, click the Edit button. Change the Employment Status to Separated, enter the separation date and click Save.



6. If you completed steps 1 – 5 for those due for employment verification, ensure you repeat the same steps for any applications identified as overdue for employment verification and vice versa.