


MARICOPA COUNTY  HUMAN SERVICES DEPARTMENT Workforce Development Division	SECTION/REFERENCE ARS 41-1750; PL 92-544; WDD Youth Contract	PAGE 1 OF 2
	ORIGINAL ISSUE DATE February 2004	REVISION DATE August 2010
	AUTHORIZED BY: Patrick Burkhart, Assistant Director	
SUBJECT: Fingerprint Policy Youth Programs		ADDENDA:

Purpose:

Youth contractors, subcontractors and sub grantees (herein referred to as contractors) who employ persons who will provide direct services to juveniles or vulnerable adults (herein referred to as vulnerable populations) shall be fingerprinted.

Responsibility:

Maricopa Workforce Connections (MWC) Youth Service Providers(contractors) and WDD Youth Contract Administrator shall be responsible for compliance.

General Policy:

It has been determined that contractor staff may have the opportunity to either provide services to vulnerable populations, have direct contact with, and/or may have access to the files of persons who are vulnerable persons.

To protect these clients and ensure compliance and adherence to contract stipulations it is the responsibility of Maricopa Workforce Connections (MWC) contractor’s to fingerprint all staff for a State level Background Check, a Fingerprint Clearance Card and submit information for a Central Registry search.

Procedures:

MWC will require youth contractors to:

- Ensure all employees are cleared to work with youth and vulnerable adults.
- Provide Youth Contract Administrator with a copy of employee’s fingerprint clearance card immediately upon receipt, such as initial clearance, update or revision.
- Comply with referenced state statute and the application process.
- Report changes to an employee’s clearance status, as received, to the Youth Contract Administrator.
- Contractors will take appropriate action that ensures employee do not provide direct services to youth or vulnerable adults when an employee fails to successfully clear Central Registry.
- If a new hire possesses a current, valid Fingerprint Clearance Card, it may be presented for verification of validity. Once validity is confirmed the person will not need to submit prints unless the expiration date of the current card is within six months from the date of hire.

- If a notice of denial for a Fingerprint Clearance Card or renewal is received from DPS, the employee must be removed from performing any duties where compensation is received from the funding source that requires the valid Fingerprint Clearance Card.

Monitoring:

For monitoring purposes, copies of all Fingerprint Clearance Cards shall be provided to the WDD Youth Contracts Administrator, who shall maintain a secure log of all cards and their respective expiration dates.

Contractors will be subject at a minimum to an annual monitoring for compliance of the Youth Contractors Fingerprinting Policy and contract requirements.