

Coronavirus Disease 2019 (COVID-19): Provisional Hiring Process for staff serving Older Adults

ODP Announcement 20-034

AUDIENCE:

All Stakeholders

PURPOSE:

In response to COVID-19 and its potential impact on obtaining FBI clearances and the delivery of services to individuals with an intellectual disability or autism, the Department of Human Services (DHS), Office of Developmental Programs (ODP) is issuing a Provisional Hiring Process that includes guidance for FBI clearances.

DISCUSSION:

The Office of Developmental Programs (ODP) recognizes that many FBI clearance sites, operated by [IdentiGO™ by Idemia](#) in Pennsylvania, are closed in response to COVID-19. ODP will suspend the FBI fingerprinting check for employers hiring staff serving adults and will accept the provisional hiring template for staff serving adults if a FBI clearance is unable to be obtained. This provisional hiring process can only be used when the [IdentiGO™ by Idemia](#) service locations are closed in your area due to the COVID-19 emergency.

If a provider hires someone provisionally, it must be done in compliance with the Older Adults Protective Services Act (35 P.S. §§ 10225.101—10225.5102) and applicable regulations.

The attached template, labeled "COVID-19 Provisional Employment", contains a provisional employment disclosure statement for staff serving adults. Providers should use this template as a resource if there is a need to hire someone on a provisional basis during the COVID-19 emergency. This template must be submitted as part of the provider's qualification documentation to demonstrate the provider is following the provisional hiring policy. This provisional hiring process is only applicable during the COVID-19 emergency and the lack of availability of the [IdentiGO™ by Idemia](#) locations.

INQUIRIES:

If you have any question regarding the Provisional Hiring process, please contact the ODP Provider Qualification Mailbox at: ra-odpproviderqualif@pa.gov