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## Reason Codes for BCII and FBI Checks

When requesting BCII and FBI checks providers are required to use the correct reason code. Using the correct reason code ensures the background check will display the offenses, including sealed records, that are disqualifying for people seeking work in the DD field.

If the wrong reason code is used, BCII will be looking at the wrong list of offenses.

### 1. BCII Reason Codes to use

- For employment with a **county board of DD or DODD** or
- For employment in a **direct services position** with a provider or contractor
  - Use the reason code "**5123.081**" or
  - Use the title "**Employees of DODD, county boards of DD and contracting DD**"
- For those seeking certification as **agency CEO or an independent provider**
  - Use the reason code "**5123.169**" or
  - Use the title "**Applicant for a supported living certificate**"

### 2. FBI Reason Code to use

- For employment with a **county board of DD or DODD** or
- For employment in a **direct services position** with a provider or contractor or
- For those seeking certification as **agency CEO or an independent provider**
  - Use the reason code "**5126.28**" or
  - Use the title "**Employment with DODD**"

### 3. What to expect from compliance reviews.

- The provider is responsible to submit the fingerprints for the BCII/FBI checks prior to employment - the provider may employ a person for up to 60 days after hire without receiving the results
- Employee with no BCII/FBI and no evidence the BCII/FBI have been submitted = after 60 days past the hire date the employee may no longer provide direct services - prior to issuing the immediate citation contact the DODD manager of the review
- Employee with BCII/FBI with an incorrect code = provider must obtain a new BCII/FBI using the correct code - the new BCII/FBI will be submitted during the POC and POCV processes - this would not be an immediate citation
- Employee with BCII/FBI but no 5 year BCII/FBI and not enrolled in Rapback = provider must enroll employee into Rapback (Rapback is for BCII only) or obtain new BCII/FBI using the correct code - the new BCII/FBI will be submitted during the POC and POCV processes - this would not be an immediate citation
- Once an employee is enrolled in Rapback as long as the annual fee of \$5.00 per employee is paid the provider will not need to complete the 5 year BCII - Rapback does not provide FBI information