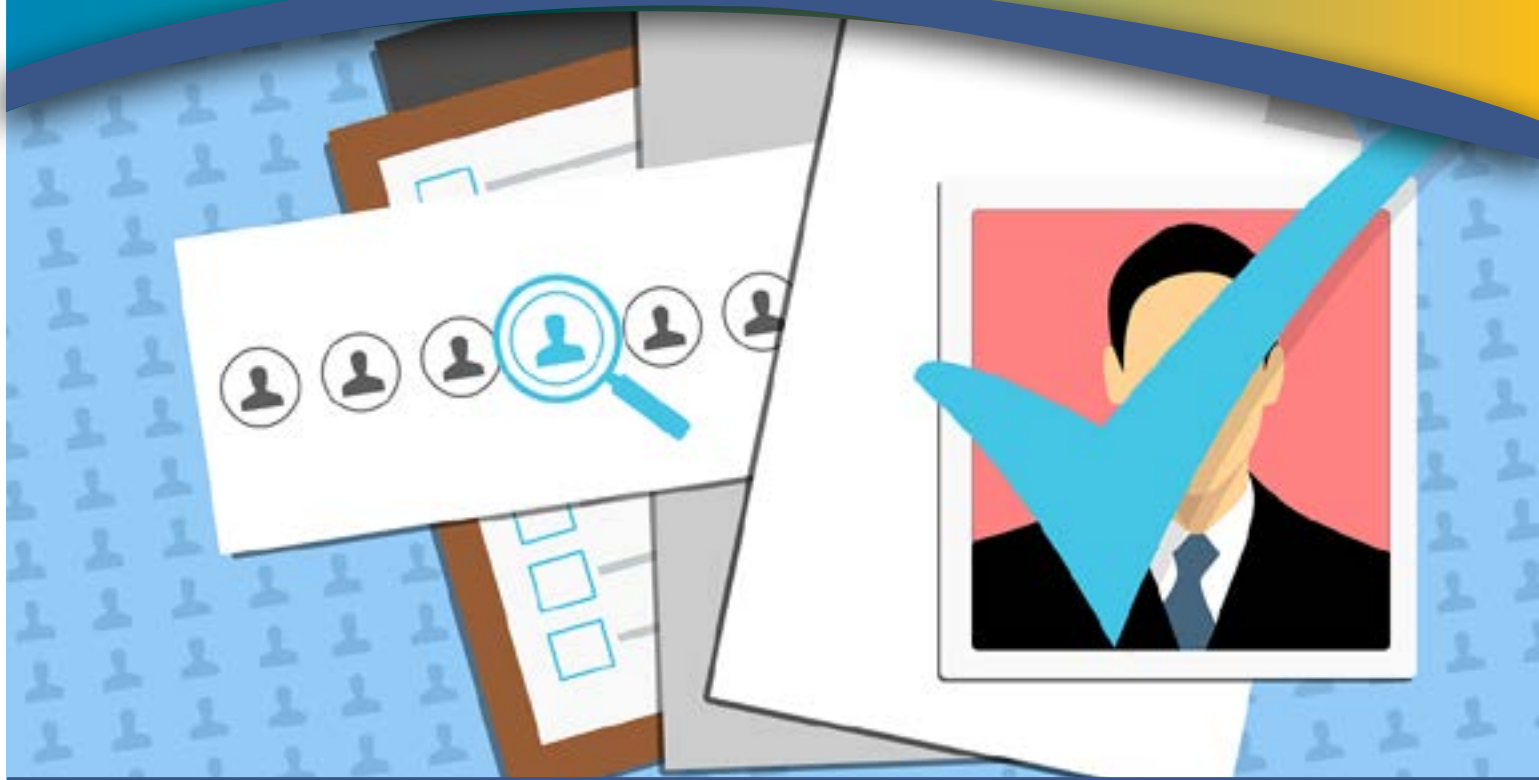


# - Background Checks -



All providers are required to submit a background check before offering services, and we want to make sure this process is as simple as possible.

**The Medina County Board of Developmental Disabilities is happy to offer background checks free of charge to independent and agency providers.**

## Here's How It Works...

### Scheduling Background Checks - Provider Agencies

To schedule a background check for an agency employee, you will need to email the MCBDD Human Resources Clerk (see below) with the employee's contact information, including their legal name and email address. Once received, the MCBDD will send an email to the employee with scheduling instructions. Please remind staff to keep an eye out for this email, as background checks will only be scheduled via email.

### Scheduling Background Checks - Independent Providers

If you are assisting an Independent Provider with scheduling a background check, an email must be sent to the MCBDD Human Resources Clerk (see below) including the individual's legal name, email address, and the BCI/FBI Code required for the background check.

Also, if the background check needs to be sent to a specific program or agency, BCI will require the following information be included in the initial email to be sent to the MCBDD:

- Agency/Business/Program name
- Full mailing address (including city and zip code)
- Name of person legally permitted to receive confidential background information (Attn To)
- Phone number of recipient

Once received, the MCBDD will send an email to the employee with scheduling instructions. Please remind staff to keep an eye out for this email, as background checks will only be scheduled via email.

**To schedule a Background Check or ask questions, email Katie Cantrell, MCBDD Human Resources Clerk, at [katiec@mcbdd.org](mailto:katiec@mcbdd.org).**