



## Contractor/Client Background Check Request Process

Background checks are charged back to requesting office with each invoice. Once requests are received, HR will submit the requests into the OneSource, DHHS, and DMV (if applicable) provider sites, and respond to the original request email when we've received results.

### 1. Contracts

Background check language in contracts should be left the same, HR will continue signing off on employee/employer contracts.

Once contract is signed and complete, send the completed Background Disclosure and Authorization Form to [nde.hr@nebraska.gov](mailto:nde.hr@nebraska.gov). The Disclosure does not need to be included in the contract, but HR will need it prior to submitting background checks and to save in records retention.

### 2. Nebraska VR Background Checks

VR service provider agreements and client background checks will follow the VR policy until ready to submit the request to HR to process the background check. Staff routing the forms will need an Adobe Sign account.

#### Service Providers

VR Staff will route the "Background Disclosure & Authorization Form" to the Service Provider in Adobe Sign. Once received, submit forms to [nde.hr@nebraska.gov](mailto:nde.hr@nebraska.gov). Once results are completed, HR will send the result to [vr.providers@nebraska.gov](mailto:vr.providers@nebraska.gov).

#### Clients

VR Specialist will route the "VR Client Background Check Authorization" in Adobe Sign to get approval from their Office Director, then clients complete page 2, the Applicant Disclosure and Authorization Form. Once completed, submit both forms to [nde.hr@nebraska.gov](mailto:nde.hr@nebraska.gov). Once results are completed, HR will send the result to the VR Specialist listed on page 1 of the Authorization.

#### User Guide

If you have not routed these shared templates before, you can use this User Guide to assist you. If you use the "Guide Me" feature, you can follow along with the user guide within Adobe Sign.

[Routing Background Check Request/Authorization Form](#)

### 3. Background Check Process

Once requests are submitted into the background check provider sites, the person being checked will receive two emails – one from OneSource, and one from DHHS. These are two separate checks that will both need to be completed as soon as possible – make sure to check junk/spam folders. If not received, please email [nde.hr@nebraska.gov](mailto:nde.hr@nebraska.gov).

[The DHHS process can be complex. Here's a quick User Guide to share with your Clients/Providers.](#)

#### Payment

\*\*The person being checked does not need to provide payment for either of these checks – follow the link from the email; it is under NDE's account so NDE will get the results. If a payment page shows, the correct process is not being followed and NDE will not get the results. NDE must receive all results directly from the background check provider.

#### Help with Background Checks

HR is not able to provide technical assistance directly related to the background checks or their systems. If there are technical issues the person should reach out directly to the provider. Here are their contacts:

- APS/CPS DHHS: DHHS Help Desk is 402-471-9069.
- OneSource: Client Relations department is 1-800-608-3645, option 1 for assistance.



## 4. Billing

Except for new employees hired through HR, all payment of background checks are the responsibility of the program, section, or office requesting the background check. Charges are incurred in the month requests are submitted, and invoices are received for the previous month at the beginning of each month (i.e., if you request a background check at the end of December, you may be charged for it in the beginning of January even though you have not received the results yet).

### Education Programs

Each Office Administrator will need to provide their coding and signature each month. The dollar amount due is included.

**Human Resources | 13405744.541700 | \$237.45**

  
Amy Spellman (Jan 3, 2024 09:29 CST)

**Amy Spellman**

### Nebraska VR

VR Offices will need to provide their full coding, subledger, and signature each month; VR Offices received this information from Amy Hancock. Here are examples of complete, correct coding as well as incomplete coding. Incomplete coding will be sent back to the Office Director.

**NDE VR | 13562234.541700.110 | Subledger ERLINC7 | \$25.00**  
**Example of complete coding**

  
VR Office Director (Jun 5, 2023)  
Office Director Approval Signature

**This coding is not complete!**  
**NDE VR | 13562234 | Subledger EROMA10 | \$26.50**

  
VR Office Director (Jun 5, 2023)  
Office Director Approval Signature