BACKGROUND STUDY PROCESS FOR NEW APPLICANTS:

Every person in your household who is age 13 or over must complete a background study. Anyone of the age of 18 will be fingerprinted. Fingerprints are electronically sent to the Department of Human Services. Maltreatment Arrest & MN FBI of minors & investigative State Records vulnerable information with **BCA** adults reasonable cause Based on the information gathered, the MN Dept. of Human Services determines if there is a: No Disqualification Disqualification MN Dept. of Human MN Dept. of Human Services sends clearance Services sends disqualification letter to the letter to subject of the subject of the background background study. study and to the license holder if he/she is not the subject of the background Subject asks for study. reconsideration of the disqualification. Subject does not ask for Minnesota Dept. of Human Services asks county agency for their recommendation, reconsideration. reviews request for reconsideration and other supporting material, and decides. DQ is not DQ is set Variance MN Dept. of Human set aside. aside. granted. Services sends letter requiring immediate removal of subject from the program, recommends denial of license, etc.