

# CBC Recheck Process

The CBC performs automated rechecks twice per week on employment background checks. As part of the recheck process, the CBC may send a notification to the employer to confirm the current relationship with an employee. When this occurs, each connected employer must Confirm or Remove the relationship. If a connected employer does not respond within five (calendar) days of the notification, the background check will automatically expire and notification will be sent to the individual, any connected employer, and connected agency accounts. This individual and their background check will also be removed from the connected employer's and agency's dashboards if there is no response. Once the current relationship is confirmed, if new results are found since the last background check, notifications will be sent to the individual, any connected employer, and connected agency accounts.

When the Employer receives a notification to confirm the current relationship with an employee, login to the CBC and click 'Dashboard' in the upper right header. In the 'My Employee Requests' section of the Dashboard, complete the following:

- Click the checkbox to the left of the name for one or more employees and:
  - If the individuals are currently employed with the company, click the 'Confirm Relationship' button.
  - If the individuals are not currently employed with the company, click the 'Remove Relationship' button to affirm that they no longer provide services in any capacity that requires the DCS Registry check.

## Employer Dashboard Example

### My Employee Requests

To see result report, click on the paperclip icon.  
To see the connected employee details click [here](#).  
To view or add connected agencies click [here](#).  
To see the source(s) requested, click on the Request Number.  
To add a Contract/Solicitation Number or Provider ID, click Add/Edit in the Contract No. column.  
To search for the Fingerprint Clearance Card Number click [here](#).

	Applicant/ Employee ↑	Request Number ↑	Date Submitted ↑	Status ↑	Last Recheck ↑	Last Record Found ↑	Contract No. ↑
<input type="checkbox"/>	Frank, Circle	<a href="#">E000001328</a>	04/24/2024	Completed	05/10/2024	<a href="#">05/01/2024</a>	<a href="#">Add/Edit</a>
<input type="checkbox"/>	Frank, Circle	<a href="#">E000000909</a>	03/12/2024	Expired	04/03/2024	<a href="#">04/03/2024</a>	<a href="#">Add/Edit</a>
<input type="checkbox"/>	Frank, Circle	<a href="#">E000001257</a>	04/12/2024	Expired	04/19/2024	<a href="#">04/18/2024</a>	<a href="#">Add/Edit</a>
<input type="checkbox"/>	Frank, Circle	<a href="#">E000001149</a>	04/01/2024	Expired	04/05/2024	<a href="#">04/05/2024</a>	<a href="#">Add/Edit</a>
<input type="checkbox"/>	Frank, Circle	<a href="#">E000001121</a>	03/28/2024	Expired		<a href="#">03/28/2024</a>	<a href="#">Add/Edit</a>
<input type="checkbox"/>	Lathan, Sanaa	<a href="#">E000001126</a>	03/29/2024	Completed	05/10/2024	<a href="#">04/05/2024</a>	<a href="#">Add/Edit</a>
<input type="checkbox"/>	Nova, ELIANA	<a href="#">E000001256</a>	04/12/2024	Completed	05/10/2024	<a href="#">05/08/2024</a>	<a href="#">Add/Edit</a>
<input type="checkbox"/>	Nova, ELIANA	<a href="#">E000001156</a>	04/01/2024	Expired	04/05/2024	<a href="#">04/05/2024</a>	<a href="#">Add/Edit</a>
<input checked="" type="checkbox"/>	Roads, Country	<a href="#">E000001150</a>	04/01/2024	Confirmation Required	05/10/2024	<a href="#">05/08/2024</a>	<a href="#">Add/Edit</a>

1 - 9 of 9 | < > | Items per page: 15 ▼

Remove Relationship

Confirm Relationship