



DEPARTMENT OF ECONOMIC SECURITY  
*Your Partner For A Stronger Arizona*

Janice K. Brewer  
Governor

Clarence H. Carter  
Director

March 15, 2013

To: Arizona Tribal Leaders  
John Lewis, Director, Inter-Tribal Council of Arizona

From: Melanie K. Starns, M.A.G.  
DES Assistant Director  
Division of Aging and Adult Services

Subject: Initial SSBG Funding Allocations for State Fiscal Year (SFY) 2014

The following ALERT is attached:

<u>ALERTS</u>	<u>FUND SOURCE/TYPE</u>
ALERT SFY-14-12A	Technical Assistance – Special Terms and Conditions
ALERT SFY-14-13	Social Service Block Grants – Planning Levels

The ALERT is subject to change as additional information is received by the Division pertaining to the funding sources identified.

ALERTS are available on the Division website using the link:

<https://www.azdes.gov/daas/alerts>

A SFY 2014 contract operating budget is due to the Division of Aging and Adult Services, Fiscal and Contracts Unit by close of business Monday, April 8, 2013. An amendment will be prepared.

Should you have any questions regarding the attached ALERT, please contact your assigned Contract Specialist.

cc: Lynn Larson, Nina Sutton, Bridget Casey, Cam Kowal, Jerry Lay, Fernando Armador, Mary Huyser, Cindy Saverino, David Besst, Jutta Ulrich, Tammy Frazee, Ben Kauffman, Roberta Blyth, Leah Germain, DAAS file

**Technical Assistance  
for SFY-2014**

Technical Assistance ALERTS are generated periodically to update contractual and/or programmatic requirements and/or clarifications.

The purpose of this ALERT is to notify Tribal entities of the following revised Term and Condition that will be amended into contracts:

Background Checks for Employment through the Central Registry. If providing direct services to children or vulnerable adults, the following shall apply:

- 5.1 The provisions of A.R.S. § 8-804 (as may be amended) are hereby incorporated in its entirety as provisions of this Contract.
- 5.2 The Department will conduct Central Registry Background Checks and will use the information contained in the Central Registry as a factor to determine qualifications for positions that provide direct service to children or vulnerable adults for:
  1. Any person who applies for a contract with this State and that person's employees;
  2. All employees of a contractor;
  3. A subcontractor of a contractor and the subcontractor's employees; and
  4. Prospective employees of the contractor or subcontractor at the request of the prospective employer.
- 5.3 Volunteers who provide direct services to children or vulnerable adults shall have a Central Registry Background Check which is to be used as a factor to determine qualifications for volunteer positions.
- 5.4
  1. A person who is disqualified because of a Central Registry Background Check may apply to the Board of Fingerprinting for a Central Registry exception pursuant to A.R.S. § 41-619.57. A person who is granted a Central Registry exception pursuant to A.R.S. § 41-619.57 is not entitled to a contract, employment, licensure, certification or other benefit because the person has been granted a Central Registry exception.
  2. Before being employed or volunteering in a position that provides direct services to children or vulnerable adults, persons shall certify on forms that are provided by the Department whether an allegation of abuse or neglect was made against them and was substantiated. The completed forms are to be maintained as confidential.
- 5.5 A person awaiting receipt of the Central Registry Background Check may provide direct services to ADES clients after completion and submittal of the Direct Service Position certification if:
  1. The person is not currently the subject of an investigation of child abuse or neglect in Arizona or another state or jurisdiction; and
  2. The person has not been the subject of an investigation of child abuse or neglect in Arizona, or another state or jurisdiction, which resulted in a substantiated finding. The Certification for Direct Service Position is located at:  
<https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/ACY-1287AFORFF.doc>

Division of Aging and Adult Services  
ALERT

SFY-14-12A

**Technical Assistance  
for SFY-2014**

- 5.6 If the Central Registry Background Check specifies any disqualifying act and the person does not have a Central Registry exception, the person shall be prohibited from providing direct services to ADES clients.
- 5.7 The Contractor shall maintain the Central Registry Background Check results and any related forms or documents in a confidential file for five (5) years after termination of the Contract. The Request for Search of Central Registry for Background Check is located at:  
<https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/ACY-1288AFORFF.doc>

**Please note**, that while the revised language above provides the location for the ADES generic Background Check request form, DAAS requests the use of the customized form (**Attachment A**) as it identifies the Division and the Division Contact Person which facilitates processing. This form must be completed for new hires that provide direct services, or staff that transfer from non-direct service positions into direct service positions. It is to be sent to the address indicated in the instructions on the form. The Certification for Direct Service Position form (**Attachment B**) is also provided for your use. The form is completed by direct service staff and retained by the Tribe. It is not submitted to ADES.

If you have any questions, please contact your Contract Specialist.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Administration for Children, Youth and Families

**REQUEST FOR SEARCH OF  
CENTRAL REGISTRY FOR BACKGROUND CHECK**

This document and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this information in error, please notify the sender and destroy the information. The information contained in the Arizona Department of Economic Security, Child Protective Services (CPS) Central Registry and any attached files shall be used as a factor to determine qualifications for individuals applying for contracts with this state, including employees of the prospective contractor, contractors, and subcontractors for positions that provide direct services to children or vulnerable adults. **The information contained in the Central Registry for Background Check and any attached files is confidential and shall not be further disseminated or shared.**

**PLEASE FILL OUT THE INFORMATION BELOW.** All fields must be completed, accurately and legibly.

<b>Offeror, Contractor, or Subcontractor Name (Print/Type)</b>	
Solicitation Number: ADES	Contract Number: ADES
Tracking # <i>(You must provide your unique tracking number. This number will be used to identify and track this document and the individuals linked to it.):</i>	Check One: <input type="checkbox"/> New <input type="checkbox"/> Extension
Phone Number	
Mailing Address	Email Address
Name of Person Authorized to Submit Request (Print/Type)	
Requester's Signature	Date of Request
DES Division: Division of Aging and Adult Services	Division Contact Person: +DAAS CR

**SUBMIT YOUR COMPLETED CENTRAL REGISTRY REQUEST THROUGH ONE OF THE FOLLOWING METHODS: Mail to:**

DCYF Contracts Unit  
Attention: CENTRAL REGISTRY REQUEST  
Arizona Department of Economic Security  
1789 W. Jefferson Street, SITE CODE 940A  
Phoenix, AZ 85007

**Fax to:** CENTRAL REGISTRY REQUEST at 602-542-3330

**Email** (encrypted) to [DCYFCentralRegistryCheck@azdes.gov](mailto:DCYFCentralRegistryCheck@azdes.gov)

**RESULTS of this check will be:**

1. EMAILED to the address above indicating that one or more individuals on the request was (were) unable to be processed with the information provided; or
2. EMAILED to the address above if all names are cleared; or
3. EMAILED to the address above with information on individuals who are found to have substantiated reports; and
4. MAILED to the individual who is found to have a substantiated report.

**Internal Use Only:**

For Solicitations Only: DES Designated Staff (Office of Procurement):

For Contracts: Notify DES Designated Staff (Program):

# REQUEST FOR SEARCH OF CENTRAL REGISTRY FOR BACKGROUND CHECK

(All fields must be completed, accurately and legibly.)

INDIVIDUAL'S INFORMATION	
NAME	ALIAS (Previously used name(s))
SOC. SEC. NO.	DATE OF BIRTH
ADDRESS (No., Street, City, State, ZIP)	
DES – INTERNAL USE ONLY (Search results)	
Reports: <input type="checkbox"/> Yes	Number: [See attached document(s)] <input type="checkbox"/> No
Date of Search:	
NAME OF PERSON COMPLETING SEARCH	SIGNATURE

INDIVIDUAL'S INFORMATION	
NAME	ALIAS (Previously used name(s))
SOC. SEC. NO.	DATE OF BIRTH
ADDRESS (No., Street, City, State, ZIP)	
DES – INTERNAL USE ONLY (Search results)	
Reports: <input type="checkbox"/> Yes	Number: [See attached document(s)] <input type="checkbox"/> No
Date of Search:	
NAME OF PERSON COMPLETING SEARCH	SIGNATURE

INDIVIDUAL'S INFORMATION	
NAME	ALIAS (Previously used name(s))
SOC. SEC. NO.	DATE OF BIRTH
ADDRESS (No., Street, City, State, ZIP)	
DES – INTERNAL USE ONLY (Search results)	
Reports: <input type="checkbox"/> Yes	Number: [See attached document(s)] <input type="checkbox"/> No
Date of Search:	
NAME OF PERSON COMPLETING SEARCH	SIGNATURE

INDIVIDUAL'S INFORMATION	
NAME	ALIAS (Previously used name(s))
SOC. SEC. NO.	DATE OF BIRTH
ADDRESS (No., Street, City, State, ZIP)	
DES – INTERNAL USE ONLY (Search results)	
Reports: <input type="checkbox"/> Yes	Number: [See attached document(s)] <input type="checkbox"/> No
Date of Search:	
NAME OF PERSON COMPLETING SEARCH	SIGNATURE

## DISQUALIFICATION ACTS

A person is disqualified from providing services to DES clients in a direct service position if he/she is identified as the subject of the substantiated report for any of the following.

<b>24</b> Child death due to alleged abuse or neglect, or suspicious death
<b>25</b> Injuries requiring emergency medical treatment
<b>27</b> Child age 24 months is shaken (shaken baby syndrome)
<b>33</b> Untreated life threatening condition, Infant Doe, Non-organic FTT
<b>37</b> Imminent harm to child under the age of six (6) due to lack of supervision by parent/caretaker
<b>38</b> Neglect results in injury/illness requiring emergency medical treatment
<b>39</b> Imminent harm to child due to health or safety hazards in living environment/exposure to the elements
<b>40</b> Child diagnosed as suicidal by mental health professions, parent refused to allow treatment
<b>41</b> Physical evidence of sexual abuse reported by a medical doctor or child reporting sexual abuse within the past seven days
<b>42</b> Child reporting vaginal or anal penetration or oral sexual contact within past 72 hours and has not been examined
<b>43</b> Abandoned, no parent willing to provide immediate care for a child and child is with a caregiver unable or unwilling to provide care now
<b>45</b> Injuries may require medical treatment
<b>46</b> P3 Injury to child under age six years
<b>50</b> Living environment presents health or safety hazards to a child under the age of six
<b>51</b> Sexual conduct/physical injury between children due to inadequate supervision
<b>54</b> Sexual behavior within the past 8-14 days
<b>55</b> Child diagnosed by mental health professional with behavior consistent with emotional abuse
<b>56</b> Abandoned, no parent willing to care for a child, child with caretaker unable or unwilling to care for child less than one week
<b>66</b> Significant developmental delays due to neglect
<b>69</b> Attempted sexual behavior or sexual behavior, 14 days to three years r last occur unknown
<b>72</b> Parent, guardian or custodian suggests or entices child to engage in sexual behavior, no touching
<b>76</b> Use of child by parent, guardian or custodian for material gain
<b>82</b> Parent, guardian or custodian sexually abused a child in past, now in home with a child
<b>83</b> Attempted sexual behavior or sexual behavioral when last occurred more than three years
<b>101</b> Death of a child due to neglect
<b>111</b> Death of a child due to physical abuse or suspicious death
<b>201</b> Physical abuse high risk
<b>202</b> Physical abuse moderate risk
<b>301</b> Neglect, high risk
<b>302</b> Neglect, moderate risk
<b>401</b> Sexual abuse, high risk
<b>402</b> Sexual abuse, moderate risk
<b>403</b> Sexual Abuse, low risk
<b>404</b> Sexual Abuse, response 4
<b>501</b> Emotion Abuse, high risk
<b>502</b> Emotional abuse, moderate risk

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.

**DIRECT SERVICE POSITION**

You are being provided this form because you have applied for a position that provides direct services to children or vulnerable adult clients of the Arizona Department of Economic Security (ADES). Arizona state law requires all individuals who provide direct services to children or vulnerable adults to certify whether an allegation of abuse or neglect was made against them and was substantiated. Your information, upon submission by the employer, will be searched through the ADES Child Protective Services (CPS) Central Registry. All information contained on this form is confidential.

NAME (Last, First, M.I.)		SOC. SEC. NO.
ALIASES (Such as maiden, nick names, etc.)		DATE OF BIRTH
ADDRESS (No., Street, City, State, ZIP)		

Are you currently the subject of an investigation of child abuse or neglect in Arizona, or another state or jurisdiction?  
 Yes  No

Have you ever been the subject of an investigation of child abuse or neglect in Arizona, or another state or jurisdiction that resulted in a substantiated (determined to have occurred) finding?  Yes  No

If Yes, to the question immediately above:

**What** was the allegation(s)?

**When** was the investigation(s) conducted?

**Where** was the investigation(s) conducted?

If you wish to provide additional information see Direct Service Position Supplement

**STATEMENT OF CERTIFICATION**

By signing this form, I certify that the information provided is true, correct, and complete to the best of my knowledge and belief.

SIGNATURE	DATE
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**Employers: Please maintain this form as confidential.**

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact 602-771-2870; TTY/TDD Services: 7-1-1. • Disponible en español en línea o en la oficina local.

## DIRECT SERVICE POSITION SUPPLEMENT

**Explanation:**

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If you have ever been the subject of an investigation of child abuse or neglect in Arizona, or another state or jurisdiction that resulted in a substantiated (*determined to have occurred*) finding, you may provide an explanation of the incident of child abuse or neglect. Do not include the name of any child or any person involved in the investigation. If more space is needed, please attach additional sheets.

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Division of Aging and Adult Services  
ALERT

SFY-14-13

**Social Services Block Grants (SSBG) Tribal Allocations  
for SFY-2014**

This ALERT identifies the estimated local planned SSBG Tribal allocations for SFY 2014. Attached are the allocations for each tribe for the period of July 1, 2013-June 30, 2014.

<b>Tribes</b>	<b>Allocation</b>
Ak Chin Indian Community	\$ 15,089
Yavapai Apache Tribe	\$ 20,619
Cocopah Tribe	\$ 16,420
Colorado River Indian Tribes	\$ 25,148
Fort McDowell Yavapai Nation	\$ 15,666
Fort Mohave Indian Tribe	\$ 18,482
Gila River Indian Community	\$ 91,956
Havasupai Tribe	\$ 15,855
Hopi Tribe	\$ 93,375
Hualapai Tribe	\$ 24,451
Kaibab-Paiute Tribe	\$ 13,236
Pasqua Yaqui Tribe	\$ 24,676
Fort Yuma Quechan Tribe	\$ 22,994
Salt River Pima Maricopa Indian Community	\$ 29,626
San Carlos Apache Tribe	\$ 89,227
San Juan Southern Paiute	\$ 11,647
Tonto Apache Tribe	\$ 12,725
White Mountain Apache	\$ 111,372
<b>Total</b>	<b>\$ 652,564</b>

Should you have any questions regarding the allocations, please contact your assigned Contract Specialist.

**DIVISION OF AGING & ADULT SERVICES**

**ALERT 14-13**

**SSBG FUNDS FOR FY 2014**

**CONTRACTING LEVELS**

TRIBAL ALLOCATION	TARGET GROUP	SFY-2014 LOCAL PLAN SSBG	SFY-2014 STATE PLAN SSBG	SFY-2014 TOTAL FUNDS	SFY-2014 LOCAL SSBG (+)/(-)	SFY-2014 STATE SSBG (+)/(-)
<b>AK-CHIN</b>	ELD/PWD	\$ 15,089.00		\$ 15,089.00	\$ 15,089.00	
<b>YAVAPAI-APACHE</b>	ELD/PWD	\$ 20,619.00		\$ 20,619.00	\$ 20,619.00	
<b>COCOPAH</b>	ELD/PWD	\$ 16,420.00		\$ 16,420.00	\$ 16,420.00	
<b>COLORADO</b>	ELD/PWD	\$ 25,148.00		\$ 25,148.00	\$ 25,148.00	
<b>FT. McDOWELL</b>	ELD/PWD	\$ 15,666.00		\$ 15,666.00	\$ 15,666.00	
<b>FT. MOHAVE</b>	ELD/PWD	\$ 18,482.00		\$ 18,482.00	\$ 18,482.00	
<b>GILA RIVER</b>	ELD/PWD	\$ 91,956.00		\$ 91,956.00	\$ 91,956.00	
<b>HAVASUPAI</b>	ELD/PWD	\$ 15,855.00		\$ 15,855.00	\$ 15,855.00	
<b>HOPI</b>	ELD/PWD	\$ 93,375.00		\$ 93,375.00	\$ 93,375.00	
<b>HUALAPAI</b>	ELD/PWD	\$ 24,451.00		\$ 24,451.00	\$ 24,451.00	
<b>KAIBAB-PAIUTE</b>	ELD/PWD	\$ 13,236.00		\$ 13,236.00	\$ 13,236.00	
<b>PASCUA YAQUI</b>	ELD/PWD	\$ 24,676.00		\$ 24,676.00	\$ 24,676.00	
<b>QUECHAN</b>	ELD/PWD	\$ 22,994.00		\$ 22,994.00	\$ 22,994.00	
<b>SALT RIVER</b>	ELD/PWD	\$ 29,626.00		\$ 29,626.00	\$ 29,626.00	
<b>SAN CARLOS</b>	ELD/PWD	\$ 89,227.00		\$ 89,227.00	\$ 89,227.00	
<b>SAN JUAN</b>	ELD/PWD	\$ 11,647.00		\$ 11,647.00	\$ 11,647.00	
<b>TONTO</b>	ELD/PWD	\$ 12,725.00		\$ 12,725.00	\$ 12,725.00	
<b>WHITE MOUNTAIN</b>	ELD/PWD	\$ 111,372.00		\$ 111,372.00	\$ 111,372.00	
<b>TOTAL</b>		\$ 652,564.00	\$ -	\$ 652,564.00	\$ 652,564.00	\$ -