

## DCPS Clearances for Partners

### Frequently Asked Questions

**1. What is DCPS' process for approving partners to work in schools?**

DCPS requires the following procedures for clearance to work in our schools.

- Complete and save the [Clearance Application](#). Within the application, indicate your fingerprinting reason as "Contractor" and your school assignment location(s) if known. If your school assignment has not been made, indicate "Office of School Improvement and Supports" as the location.
- Cleared TB test results from a skin or blood test taken within the last one year OR a chest x-ray taken within the last five years.

**2. Will 3<sup>rd</sup> party or DCHR clearances be accepted?**

DCPS will no longer accept 3<sup>rd</sup> party verification of background check clearances. This year, because of the volume of clearances that had to be quickly completed at the start of the school year we have allowed clearance submissions from DCHR. However, all staff must submit a DCPS clearance application, whether their background check was done through DCPS or DCHR, to ensure that there is a record of all partner staff. DCPS will input all DCHR results. Moving forward, DCPS will be the full arbiter of this process.

**3. What does my organization need to do as a part of this process?**

All partner organizations must ensure that their staff submit the clearance application. Organizations must ensure that all staff repeat the clearance process every 2 years.

**4. Will DCPS move forward with fingerprinting if the candidate is being considered but not yet hired by a community-based organization (CBO) or health service operator?**

Yes, prospective candidates may complete the clearance process in advance of receiving an offer letter/placement.

**5. Are e-mailed or hard copies of any documents required? If so, what are those documents and who receives them?**

Individuals must report with hard copies of their TB test and their original photo ID when they report for fingerprints.

**6. How long is the clearance considered "active"?**

Clearances are active for two years.

**7. When/how will I know that I am cleared?**

DCPS will issue a letter indicating clearance to work. That letter is usually received within 5-8 business days following fingerprinting and negative TB results.

**8. How will my school know that I am cleared to work?**

Schools will receive notification of the organizations that are approved to provide mental health or health services. They will also be provided names of staff for each organization that have been cleared.

**9. What is the process for new hires?**

- New hires use the same process outlined in answer #1. The DC Department of Behavioral Health (DBH) requests that each community-based organization submit a weekly report that highlights the status of new hires. The weekly report will include the clinicians projected or actual start date at the organization and placement at a DCPS school. The data from the report will help DCPS and DBH streamline coordination of clearances.
- DC Health will inform DCPS Health Services team of new hires as transitions occur.
- All new hires must complete the background clearance process before reporting to a school.

Further questions should be directed to [Kenya.coleman@k12.dc.gov](mailto:Kenya.coleman@k12.dc.gov), Senior Director, School Mental Health or [Kristen.rowe@k12.dc.gov](mailto:Kristen.rowe@k12.dc.gov), Manager, Health Services.