

Office of Human Resources

500 Appointments

2025-05-15

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501 Employee Orientation



Georgia Department of Human Services Human Resources Policy #501

Employee Orientation

Release Date: November 15, 2009

Revised Date: August 9, 2024

Next Review Date: August 8, 2026

All new and rehired employees to the Department of Human Services (DHS) are to receive employee orientation.

Section A: General Provisions

1. Employee orientation is intended to do the following:
 - a. Introduce new and rehired employees to the organization;
 - b. Provide a systematic approach for sharing general information, philosophies, policies and procedures to enable a smooth integration into the workforce; and
 - c. Communicate standards and expectations of employment to new and rehired employees.

Section B: Responsibilities

1. The Office of Human Resources (OHR) provides general orientation to all new and rehired employees.
2. In addition to OHR New Employee Orientation (NEO), DHS organizational units may provide specific orientation to new employees. Records, which indicate that each employee has received appropriate orientation, are to be maintained by each organizational unit or as otherwise directed.

For additional information or assistance, please contact your designated Human Resources Representative.

502 Classified Employee Working Test Period and Permanent Status



Georgia Department of Human Services Human Resources Policy #502

Classified Employee Working Test Period and Permanent Status

Release Date: December 22, 2010

Revised Date: June 14, 2023

References: Rules of the State Personnel Board 478-1-.24 — Working Test Period and Permanent Status

Next Review Date: June 13, 2025

Section A: General Provisions

1. Working test period is a probationary period of employment for a classified employee during which the employee must demonstrate that they have the knowledge, ability, aptitude, and other necessary qualities to satisfactorily perform assigned duties.
2. Once the employee successfully completes a working test period in a job, the employee gains permanent status in that job. Permanent status grants the employee additional notice and appeal rights that are not required during working test period.

Section B: Working Test Time Frames

1. Working test period begins on the first day classified employees report to work in new positions.
2. Working test period duration is six (6) months.
3. The working test period shall be extended day for day by any time spent on leave with pay under the State Personnel Board Rule provisions for Special Injury Leave (Rules 478- 1-.16(8)(c) and 478-1-.16(8)(d)) or in non-pay status. However, time spent in non-pay status for ordered uniformed service (as defined in the Uniformed Services Employment and Reemployment Rights Act) shall not extend the working test period.

Section C: Midpoint Review

1. Managers shall conduct a midpoint performance review for each employee serving a working test period.
2. The midpoint review shall be presented to the employee within ten (10) calendar days of the

date the employee completes one-half of the working test period or as near to that date as is practicable.

3. The midpoint review shall include an evaluation of the employee's progress and recommendations, if any, for corrective action.

Section D: Permanent Status

1. It is the responsibility of managers to determine if employees on a working test period will be granted permanent status.
 - a. Permanent status is effective on the calendar date following completion of the working test period.
 - b. Permanent status will not be granted to a classified employee prior to the acquisition and submission of any required license or certification.
2. If it is determined, prior to the completion of the working test period, that the employee is not to be granted permanent status, the Department of Human Services may:
 - a. Demote the employee to a classified position equivalent to the last permanent status position held,
 - b. Transfer the employee to a classified position for which the employee is qualified,
 - c. Separate the employee; or,
 - d. Pursue a voluntary agreement with the employee on movement to a suitable vacancy for which the employee is qualified.
3. An employee who is not transferred, demoted, or separated prior to eligibility for permanent status shall acquire permanent status.
4. If an employee is transferred or demoted to a classified position, the employee will be considered to have permanent status in the new job on the effective date of the action.
5. An employee shall be notified in writing of failure to attain permanent status, but the action may not be appealed unless otherwise stipulated in the following State Personnel Board Rules: 478-1-.26 — Adverse Actions for Classified Employees and 478-1-.27 — Appeals and Hearings for Classified Employees.

For additional information or assistance, please contact your local Human Resources Representative.

503 Verifying Identity and Employment Eligibility



Georgia Department of Human Services Human Resources Policy #503

Verifying Identity and Employment Eligibility

Release Date: February 1, 1993

Revised Date: July 13, 2020

References: 8 USC 1324 — Unlawful Employment of Aliens
Immigration Reform and Control Act

Next Review Date:

The Immigration Reform and Control Act requires all employers to verify the identity and employment eligibility of new employees as outlined in this policy and to electronically verify all work authorization by using the Department of Homeland Security's E-Verify System. It is unlawful to knowingly hire or recruit an alien unauthorized to work in the United States or any individual without complying with the identity and employment eligibility verification requirements.

The provisions of this policy apply only to newly hired employees and employees returning to State government after a break in service. This policy does not apply to promotions, transfers, or demotions within Department of Human Services or between State agencies.

Section A: Unauthorized Aliens

1. "Unauthorized aliens" are aliens who are **not** either:
 - a. Lawfully admitted for permanent residence; or
 - b. Authorized to be employed under the provisions of the Immigration Reform and Control Act or by the Attorney General of the United States.

Section B: Verification Process

1. In order to establish employment eligibility, the Department of Homeland Security Form I-9 (See Attachment #1) must be completed for all new employees.
 - a. Form I-9 is to be included in all appointment packets.
 - b. New employees must complete Section 1 and submit Form I-9 to their supervisor, employee orientation coordinator or other designated official upon reporting to work.
 - c. If new employees cannot complete Section 1 by themselves or if they need the form translated, assistance may be provided. A preparer or translator must read the form to the

employee, assist in the completion of Section 1, and have the employee sign or mark the form in the appropriate place. The preparer or translator must then complete the Preparer and/or Translator Certification block on the form.

- d. Documentation verifying identity and employment eligibility (e.g., U.S. passport, resident alien card, social security card, etc.) must be submitted with DHS Form I-9.
 - I. Form I-9 lists acceptable documents that verify either identity or employment eligibility and documents that serve to verify both.
 - II. Employees can choose which document(s) they want to provide from the Lists of Acceptable Documents attached to Form I-9. Department of Human Services organizational units must accept any document(s) from the Lists of Acceptable Documents that reasonably appears on its face to be genuine and relate to the person providing it.
 - III. New employees who are unable to provide required documentation upon reporting to work must, within three (3) workdays, provide either the verifying documentation or a receipt for the application of replacement documentation. If a receipt is provided, the actual verifying documentation must be provided within ninety (90) calendar days.
 - IV. The Department of Human Services organizational unit is to designate staff responsible for monitoring and ensuring that the actual verifying documentation is received in a timely manner.
- e. The supervisor, employee orientation coordinator or other designated official is to do the following:
 - I. Review Section 1 of Form I-9 to ensure that it has been properly completed.
 - II. Review and photocopy the documentation verifying identity and employment eligibility and return the original(s).
 - III. Immediately complete Section 2 of Form I-9.
 - IV. Enter verification document(s) into the E-Verify System within three (3) days of appointment.

Section C: Minors Under Age 18

1. If new employees are minors under age 18 and do not have required documentation to establish identity; Form I-9 is to be completed as follows:
 - a. A parent or legal guardian is to complete Section 1 and write “Individual under age 18” in the space for the employee’s signature.
 - b. The parent or legal guardian must complete the Preparer and/or Translator Certification block.
 - c. The minor must present documentation from List C on the Lists of Acceptable Documents to verify employment eligibility.
 - d. The supervisor, employee orientation coordinator or other designated official is to write “Individual under age 18” in the space for “Document #” in Section 2 under List B, and record appropriate information regarding the documentation provided to verify employment eligibility in Section 2 under List C.

Section D: Reverification

1. Section 3 of Form I-9 is to be completed by an appropriate Department of Human Services official. Identity and/or employment eligibility must be reverified under the following circumstances.
 - a. The Lists of Acceptable Documents specifies that some documents with expiration dates must be unexpired in order to verify employment eligibility. When such documentation is received from a new employee, the Department of Human Services is responsible for monitoring the expiration date and reverifying employment eligibility prior to expiration. A photocopy of the renewed documentation is to be attached to Form I-9.
 - b. Reverification is not required for identity documents. United States Passports, whether valid or expired, never require reverification. Alien Registration or resident alien cards held by permanent residents do not require reverification.
 - c. When an employee is reemployed after a break in service, identity and employment eligibility must be reverified.
 - d. If reemployed within twelve (12) months of the termination date that the original Form I-9 was completed, Section 3 of the original form is to be appropriately completed. If the same documentation is provided to verify identity and employment eligibility, additional photocopies are not necessary.
 - e. A new Form I-9 must be completed if more than twelve (12) months have passed.
 - f. If an employee's name has changed at the time of reverification, or any other time during employment, a photocopy of the documentation verifying the legal name change (e.g., marriage certificate, etc.) is to be placed in the employee's official personnel file.

Section E: Record Maintenance and Access

1. The completed Form I-9 and documentation verifying identity and employment eligibility are to be maintained in the official personnel file. These documents are to be maintained for at least three (3) years after the date of hire or one (1) year after the date the employee's employment ends, whichever is later.
2. The completed Form I-9 and any information attached to the form may not be used for purposes other than compliance with the provisions of this policy.
3. The Form I-9 is subject to inspection only by authorized officials to the extent necessary to verify that an individual is not an unauthorized alien or if subpoenaed by a court of competent jurisdiction.

Section F: Unlawful Discrimination

1. It is an unfair immigration-related employment practice to discriminate against any individual (other than an unauthorized alien) with respect to hiring or recruiting of the individual for employment or individual from employment on the basis of national origin or citizenship status.
2. The refusal to hire an individual because of a future expiration date on employment eligibility

verification may also be illegal.

3. It is not an unfair immigration-related employment practice to hire or recruit a U.S. citizen or national over an alien, on a case-by-case basis, if the two (2) individuals are equally qualified. DHS organizational units cannot, however, adopt a blanket practice of always preferring qualified citizens or nationals to qualified authorized aliens.
4. Retaliation against employees who file complaints of unlawful discrimination or who serve as witnesses or otherwise participate in the investigation of complaints is prohibited.

For additional information or assistance, please contact your local Human Resource Office, or email DHS-Policies@dhs.ga.gov.

COVID-19 Addendum

1. Form I-9 Compliance

- a. The health and wellbeing of the Department of Human Services (DHS) workforce and workplace safety are our top priorities. Due to concerns with the spread of Coronavirus (COVID-19), the agency is taken precautions to limit the spread of the virus.
- b. The Department of Homeland Security announced on 06/16/2020, it will extend the discretion to defer the physical presence requirements associated with Employment Eligibility Verification (Form I-9) under Section 274A of the Immigration and Nationality Act (INA) for 30 additional days. Employers will not be required to review the employee's identity and employment authorization documents in the employee's physical presence. However, employers must inspect the Section 2 documents remotely (e.g., over video link, fax, or email, etc.) and obtain, inspect, and retain copies of the documents, within three business days for purposes of completing Section 2.

2. Section 2 of Form I-9

- a. Employers should enter "COVID-19" as the reason for the physical inspection delay in the Section 2 field "Additional Information" (**See COVID-19 Addendum Example A**). Once the documents have been physically inspected after normal operations resume, the employer should add "documents physically examined" with the date of inspection to the Section 2 field "Additional Information" on the Form I-9, or to section 3 as appropriate (**See COVID-19 Addendum Example B**).

3. E-Verify

- a. The Department of Homeland Security and USCIS has implemented **Temporary Policies** to minimize the burden on both employers and employees. They are also extending the timeframe to take action to resolve Social Security Administration (SSA) Tentative Nonconfirmations (TNCs) and Department of Homeland Security (DHS) TNCs when employers cannot resolve a TNC due to public and private office closures. The Temporary Policies include:
 - I. Employers are still required to create cases for their new hires within **three business days** from the date of hire.
 - II. Employers must use the hire date from the employee's Form I-9 when creating the E-Verify case. If case creation is delayed due to COVID-19 precautions, select "Other" from the dropdown list and enter "COVID-19" as the specific reason. (**See COVID-19 Addendum Example C**).

- III. Employers may not take any adverse action against an employee because the E-Verify case is in an interim case status, including while the employee's case is in an extended interim case status.

COVID-19 Addendum Example A

Update the field “**Additional Information**” to notate the reason for the delay in physically examining acceptable documents.

Section 2. Employer or Authorized Representative Review and Verification					
<i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")</i>					
Employee Info from Section 1		Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
<div> <div>List A</div> <div>Identity and Employment Authorization</div> </div>		<div> <div>OR</div> <div>List B</div> <div>Identity</div> </div>		<div> <div>AND</div> <div>List C</div> <div>Employment Authorization</div> </div>	
Document Title		Document Title		Document Title	
Issuing Authority		Issuing Authority		Issuing Authority	
Document Number		Document Number		Document Number	
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)	
Document Title		<div> <div>Additional Information</div> <div>04.01.2020_ Delay in physically examining document(s) due to COVID-19.</div> </div>		<div> <div>QR Code - Sections 2 & 3</div> <div>Do Not Write In This Space</div> </div>	
Issuing Authority					
Document Number					
Expiration Date (if any) (mm/dd/yyyy)					
Document Title					
Issuing Authority					
Document Number					
Expiration Date (if any) (mm/dd/yyyy)					

COVID-19 Addendum Example B

Update the field “**Additional Information**” to notate when the acceptable documents has been physically examined.

These provisions may be implemented by employers for a period of 60 days from 03/20/2020 or within 3 business days after the termination of the National Emergency, whichever comes first.

Reference

Department of Homeland Security

www.ice.gov/news/releases/dhs-announces-flexibility-requirements-related-form-i-9-compliance

COVID-19 Addendum Example C

When case creation is delayed due to COVID-19 precautions, select “Other” from the dropdown list, and enter “COVID-19” as the specific reason.



Case has not been submitted within three business days of their first day of employment.

You must submit a case no later than the end of three business days after a new hire has begun work for pay. You may still submit the case beyond the three-day deadline, but you must state a reason why you submitted the case late.

Select a Reason for Delay

Other ▼

Reason for Delay

COVID-19

503 A1 Form I-9

Here is the link for the I-9 form.

www.uscis.gov/i-9

504 Criminal History Record Checks



Georgia Department of Human Services Human Resources Policy #504

Criminal History Record Checks

Release D March 1, 2003
ate:

Revised D August 1, 2023
ate:

Next Revi August 13, 2025
ew Date:

Refer- Criminal Code of Georgia (O.C.G.A. Title 16)
ences: 28 C.F.R. §§ 50.12(b), 20.33, and 16.34
IRS Publication 1075 (Rev. 11-2016)
Rules of the Georgia Crime Information Center
DHS Human Resources Policy #1301 — Drug-Free Workplace

The Department of Human Services (DHS) is concerned about the health and safety of all individuals and the safeguarding of state property. It is the policy of DHS that all reasonable efforts will be made to provide a safe and secure environment for clients, customers, staff and any other work-related contacts. Based on this objective, a criminal history record check will be completed on the final selectee being considered for employment in any job with DHS.

Section A: General Provisions

1. All applicants who are selected for employment to any position with DHS are required to undergo a criminal history record check, which includes fingerprinting.
2. All applicants/employees are required to disclose all convictions and/or pending charges on the State Security Questionnaire/ Loyalty Oath forms.
 - a. Falsification, omission, or misrepresentation of information, material (having direct impact or influence on hiring decision) or otherwise, including criminal history, is prohibited and may result in an applicant not being employed or separation of an employee.
 - b. Individuals who are not employed or employees who are separated due to falsification, omission, or misrepresentation of information are not eligible for consideration for re-employment.
3. Employees are required to notify their supervisor and Human Resources representative of any arrests and/or convictions within five (5) calendar days of the date of the arrest or conviction. A determination of appropriate action will be made on a case-by-case basis.

Section B: Crimes That Restrict Employment

1. Individuals who have been convicted of a crime listed in this section, or any other offense com-

mitted outside the state of Georgia that would be considered one of the enumerated crimes if committed in Georgia, are ineligible for employment as indicated below.

2. There is a permanent disqualification from employment in positions subject to criminal history record checks for a conviction, plea of nolo contendere, or release from incarceration or completion of probation for the following crimes.
 - a. Murder, Felony Murder (O.C.G.A. § 16-5-1)
 - b. Attempted Murder (O.C.G.A. § 16-4-1)
 - c. Voluntary Manslaughter (O.C.G.A. § 16-5-2)
 - d. Kidnapping (O.C.G.A. § 16-5-40)
 - e. Robbery (Armed or Unarmed) (O.C.G.A. §§ 16-8-40 and 16-8-41)
 - f. Cruelty to Children (1st or 2nd Degree) (O.C.G.A. § 16-5-70)
 - g. Sexual Offenses (O.C.G.A. Title 16, Chapter 6)
 - h. Human Trafficking for Labor or Sex (O.C.G.A. § 16-5-46)
 - i. Aggravated Assault (O.C.G.A. § 16-5-21)
 - j. Aggravated Battery (O.C.G.A. § 16-5-24)
 - k. Theft by Taking, Deception, or Conversion (O.C.G.A. §§ 16-8-2, 16-8-3, and 16-8-4)
 - l. Forgery (1st or 2nd Degree) (O.C.G.A. § 16-9-1)
 - m. Identity Theft or Fraud (O.C.G.A. Title 16 Chapter 9 Article 8 and Article 4)
 - n. Stalking or Aggravated Stalking (O.C.G.A. §§ 16-5-90 and 16-5-91)
 - o. Financial Transaction Card Fraud (O.C.G.A. § 16-9-33)
 - p. Fraud in Obtaining Public Assistance, Food Stamps or Medicaid (O.C.G.A. § 49-4-15)
 - q. Terroristic Threat (O.C.G.A. § 16-11-37)
3. In addition to the crimes listed above, any applicant/employee who has been/is convicted of a crime related to child, elder, disabled, client, resident, or patient abuse, neglect, exploitation, or maltreatment, shall not be eligible for employment regardless of the date of conviction. Current DHS employees who obtain such a conviction may be separated from employment upon review of the circumstances of the conviction. and a determination by the Division Director and OHR.



For the purposes of ineligibility (except for those offenses that are a violation of Article 8 of Chapter 5 of Title 16 or Chapter 6 of Title 16) crimes that have been disposed under the Georgia First Offender Act will not make the applicant/employee ineligible. This includes crimes that are being treated as “First Offender Under Sentence” meaning the applicant/employee is working to fulfill their sentence requirements to mask the record for employment purposes as there is no conviction for the prescribed offense. (O.C.G.A. §§ 42-8-63 and 42-8-63.1).

4. Applicants/Employees will be ineligible for employment/promotion if the applicant’s criminal history indicates any of the following:
 - a. Recent arrest for a disqualifying offense; arrest within the previous eighteen (18) months when the case has not been adjudicated. The disqualification shall be in place until such

time the case is adjudicated, and a complete evaluation of the criminal record can be made.

- b. A pattern of arrests; a pattern shall be determined as three (3) or more arrests within the eighteen (18) months prior to the date of criminal record review.
5. The following minimum sanctions are to be imposed on applicants who have been convicted of a drug offense:
 - a. Disqualification from employment in any position for a period of two (2) years from the date of conviction or completion of probation for the first offense.
 - b. Disqualification from employment in any position for a period of five (5) years from the date of conviction or completion of probation for the second or subsequent offense.
6. Applicants/Employees with any Felony conviction(s), regardless of time frame, will be ineligible for employment if their position requires access to criminal record information. This provision is in accordance with the Criminal Justice Information Services (CJIS) Security Policy and Rules of the Georgia Crime Information Center.

Section C: Access and Use of Criminal History Record Information

1. DHS Employees who access, process, receive or review criminal history record information is required to successfully complete the GCIC Security Awareness Training in compliance with the CJIS Security Policy and Rules of the Georgia Crime Information Center.
2. DHS Employees who have not completed and passed the GCIC Security Awareness Training will be denied access to CJIS data; until he/she completes the required training.
3. DHS will use an applicant/employee's criminal history record information for the sole purpose requested. A new record will be requested for any subsequent purpose or use.
4. Subsequent Criminal History Record Check Reviews for Current Employees. The purpose of any subsequent review of a current DHS employee's criminal history record is to confirm that the employee has no additional arrests or convictions that would make them ineligible for continued employment with DHS. If an employee has been deemed eligible for employment with DHS following a criminal history review conducted by DHS and no other disqualifying arrests or convictions have been found in a subsequent criminal history review. Then, OHR will be notified that the employee continues to be eligible for employment. If a subsequent criminal history review shows disqualifying arrests or convictions occurring after the most recent date, DHS will determine that the employee is eligible for employment. DHS will notify OHR of such for the purpose of making a determination regarding continued employment.

Section D: Notice to DHS Applicants/Employees

1. Notice that a state and federal criminal history record check will be conducted on all persons selected for employment/promotion with DHS shall be placed on all job announcements.
2. During the interview process, applicants/employees are to be advised of the required criminal history record check and the effect that the contents of such record may have on the employment decision.

Section E: Fingerprinting

1. Final Selectees for employment/promotion must be fingerprinted and determined eligible prior to employment/promotion.

Section F: Review of Criminal Record and Notices by The Office of Inspector General (OIG)

1. OIG will review applicant/employee criminal history record data and determine eligibility based on the requirements prescribed in this policy.
2. Offenses not prescribed in this policy and non-convictions will not be considered as part of the eligibility determination.
3. Upon initial review, OIG will provide OHR with a letter of Eligibility or a letter stating that more time is needed to make a final determination. The time frame for a final determination will be a maximum of fifteen (15) business days.
4. If OIG must obtain additional documentation from an applicant/employee (e.g., dispositions) to make a final determination, the applicant will be sent a letter detailing the information needed. The applicant/employee will be given fifteen (15) business days from the date of the letter to submit the requested information. If the applicant does not provide the requested information, the applicant's file will be closed, and an "Ineligible for Employment" letter will be sent to OHR. (See 28 C.F.R. § 50.12(b)).
5. If an applicant is determined to be ineligible for employment/promotion based on this policy, the applicant will be provided a letter detailing the conviction(s) or other policy requirements that caused the adverse determination. The applicant will be given fifteen (15) business days to challenge the contents of the record. However, an applicant cannot challenge a determination based on the provisions of this policy. If the applicant does not respond within the allotted time frame, the file will be closed, and an "Ineligible for Employment" letter will be sent to OHR. (See 28 C.F.R. § 50.12(b)).

Section G: Maintenance of Criminal History Records

1. OIG will be the central repository for all employee criminal history record information.
2. OHR may maintain the determination letter as part of the employee's personnel file.
3. OIG will maintain employee criminal history records in accordance with the State Retention Schedule.
4. DHS will not use Criminal Justice Information (CJI) data for commercial purposes.

Section H: Internal Revenue Service Background Screening Requirements

1. Employees and Contractors whose positions require access to Federal Tax Information (FTI) as defined in Internal Revenue Service (IRS) Pub 1075 Section 1.4.1 shall be subject to additional background screening for suitability as required in IRS Pub 1075 Section 2.C.3.

2. IRS Pub 1075 Section 1.4.1 defines FTI as:
 - a. FTI includes return or return information received directly from the IRS or obtained through an authorized secondary source, such as Social Security Compromise available for public inspection; court records, etc.) is not protected Administration (SSA), Federal Office of Child Support Enforcement (OCSE), Bureau of the Fiscal Service (BFS), or Centers for Medicare and Medicaid Services (CMS), or another entity acting on behalf of the IRS pursuant to an IRC 6103(p)(2)(B) Agreement.
 - b. FTI includes any information created by the recipient that is derived from federal return or return information received from the IRS or obtained through a secondary source.
3. IRS Pub 1075 Section 1.4.4 defines what is not FTI as it relates to this policy as:
 - a. Copies of tax returns or return information provided to the agency directly by the taxpayer or his/her representative (e.g., W-2's, Form 1040, etc.) or obtained from public information files (e.g., federal tax lien on file with the county clerk, Offers in Compromise available for public inspection; court records, etc.) is not protected. FTI that is subject to the safeguarding requirements of IRC 6103(p)(4).
4. The IRS background requirements include:
 - a. For positions that meet IRS Pub 1075 Section 1.4.1 criteria, this policy's disqualifying offenses shall be applied for their initial background review. As with any DHS employee or contractor, the individual will be required to submit fingerprints for comparison with Georgia and federal criminal record databases. to check for the existence of any criminal history that would need to be evaluated for suitability under this policy for employment with DHS or to provide services, this also shall apply to those whose positions require access to FTI.
 - b. In addition to fingerprint screening, under this section of the policy, the employee will be required to complete a consent for background document where the employee or contractor will need to list all their residences, employers, and schools for the five (5) years prior to applying for employment or to contract with the department. As with the fingerprint review, the criteria for this policy will be used to determine eligibility for access to FTI as an employee or contractor. The findings will be recorded, and an eligible or ineligible status will be sent to human resources or other designee as part of the final determining factor for employment or to contract with the department.
 - c. A reinvestigation will be completed every five (5) years as required in IRS Pub 1075 Section 2.C.3 for those employees or contractors whose positions require access to FTI. This recheck will be started within 45 business days of the anniversary date of the employee or contractor.

For additional information or assistance, please contact your local Human Resources Representative.

504 A1 Consent for Release of Information

504 A2 Georgia Crime Information Center Awareness Statement

504 A3 Criminal History Record Checks

504 A4 Disclosure of Information Received from GCIC and/or FBI



**Georgia Department of Human Services
Human Resources Policy #504 A4**

Disclosure of Information Received from GCIC and/or FBI

Applicant Letter Sample

[Date]

[Name]

[Address]

Dear [Applicant/Employee Name],

A criminal history record check was conducted on you as a condition of employment with the Department of Human Services, [Insert DHS Organizational Unit]. Information received from the Georgia Crime Information Center (GCIC) and/or the Federal Bureau of Investigation (FBI) [Only include the applicable agency] indicates the following pending charge(s) and/or conviction(s) in your record:

Crime	Designate One: Pending Charge Or Conviction	Date	Location

In accordance with the Rules of the GCIC Council, this letter serves as notice that you will not be employed with the Department of Human Services based on the above information.

Sincerely,

Name

Title

Note to Hiring Officials:

All applicants removed from employment consideration due to criminal history record checks must be given this disclosure notice. If an offer of employment has been made, a letter

withdrawing the offer of employment in addition to this disclosure notice must be issued to the applicant. The letter is to be filed with the applicant's record. The disclosure notice must be filed in a separate file.

504 A5 Disclosure of Information Received from GCIC and/or FBI



**Georgia Department of Human Services
Human Resources Policy #504 A5**

Disclosure of Information Received from GCIC and/or FBI

Employee Letter Sample

[Date]

[Name]

[Address]

Dear [Applicant/Employee Name],

A criminal history record check was conducted on you as a condition of employment with the Department of Human Services, [Insert DHS Organizational Unit]. Information received from the Georgia Crime Information Center (GCIC) and/or the Federal Bureau of Investigation (FBI) [Only include the applicable agency] indicates the following pending charge(s) and/or conviction(s) in your record:

Crime	Designate One: Pending Charge Or Conviction	Date	Location

In accordance with the Rules of the GCIC Council, this letter serves as notice that your separation from employment is based, in part, on the above information.

Sincerely,

Name

Title

Note to Hiring Officials:

The disclosure notice must be filed in a separate file, not in the employee’s personnel file. In addition to this disclosure notice, a separation letter must be issued to the employee. The separation letter is to be filed in the employee’s personnel file.

504 A6 Standard and Contingent Hiring Process



Georgia Department of Human Services Human Resources Policy #504 A6

Standard and Contingent Hiring Process

Section A: Standard Hiring Process

As a part of the Department of Human Services (DHS) standard hiring process, all applicants selected for employment as a new hire, promotion, transfer, or appointment are subject to a background check. The Background Check Process is coordinated through the Office of Human Resources (OHR). It consists of the following checks with the estimated timeframes for processing:

Background Check Type	Processing Timeframe
PeopleSoft Check	2 days
Criminal History Record	3 – 15 days +/-
Education Verification	3 days +/-
IDS/SHINES	3 days +/-
Drug Testing	3 – 5 days +/-

In the Standard Hiring Process, applicants are not eligible for employment until clearance has been given on all background checks listed above. Through this process, DHS seeks to ensure the integrity of its workforce by following the series of steps below.

Section B: Contingent Hiring Process for Employees Only

(“Internal DHS Employees” includes all DHS Administrative Offices, Division of Aging Services (DAS), Division of Child Support Services (DCSS), and Division of Family & Children Services (DFCS).

In the agency’s efforts to complete the Background Check Process, challenges have been encountered with the timeliness in completing the overall hiring process. Waiting for clearances can delay the hiring process anywhere from 3 weeks to one month. While all steps of the Background Check Process will continue to be followed, this process rearranges the steps of the hiring process when the applicant selected is an internal employee as outline below.

With this change, OHR will proceed with the hiring process after notification from the Hiring Manager that **an internal DHS employee has been selected** for hire **and** simultaneously complete the Background Check Process. This will eliminate the delays in waiting on results. However, once the

Background Checks have been completed:

- Employees cleared will remain employed.
- Employees **not** cleared will be separated immediately, in accordance with DHS Human Resources Policy #1901 — Employment Separations.

This contingent hiring process applies to all positions filled when the candidate selected is an internal employee and the position does not require an additional background check such as drug testing. **For positions where additional background checks are required, the Standard Hiring Process MUST be followed.** This process was revised on March 7, 2019.