

PROVIDER BULLETIN 09-29

Date: September 8, 2009

To: Public and Commercial Transportation Providers

From: Todd L. Reckling, Director, Division of Children and Family Services; TUR
Vivianne M. Chaumont, Director, Division of Medicaid and Long-Term Care; 
Jodi M. Fenner, Director, Division of Developmental Disabilities; 
Dr. Joann Schaefer, Director, Division of Public Health; 

Subject: LB 97 - National Background Checks with Fingerprints

The provisions of Legislative Bill 97 took effect at the end of August, 2009. The law requires fingerprinting and national background checks for drivers who transport clients of the Department of Health and Human Services ("Department"). The Nebraska State Patrol ("NSP") processes the checks. This law was passed in the 2009 legislative session to prohibit certain convicted or charged individuals from providing transportation services for the Department. The Department will now require all drivers for public and commercial transportation providers who transport our clients to be in compliance with the law.

The NSP will release the contents of a national criminal history background information check to the Department. Commercial and exempt employers will only receive a dissemination form from the NSP, and the Department will notify said employers if and when a driver is cleared to transport our clients. Commercial providers are expected to provide a copy of the dissemination form to the employee. Transportation providers who contract with the Department and who do not comply with the law are subject to criminal misdemeanor charges and termination of their Service Provider Agreements and/or Medicaid-provider enrollment. The Department will establish regulations indicating the procedure for identifying drivers who are not authorized to transport the Department's clients.

The \$38 fee, per driver, is at the expense of the provider for the national criminal history background check. A list of the Nebraska State Patrol offices throughout the state is being made available to all prospective providers. These locations provide the fingerprinting service without charge. Providers are encouraged to inquire with their local law-enforcement agencies, since many agencies charge fees for fingerprinting services. Please note the following regarding fingerprinting. If prints are completed using Live Scan, two (2) sets of prints are sufficient. If prints are inked to fingerprint cards, a minimum of two (2) sets are required. However, if re-prints are necessary, the original fingerprint cards should be returned with the re-prints to avoid another processing fee.

Commercial provider process:

1. The enclosed National Criminal History Background Check Request form should be completed for each driver. The form, fingerprint cards, and payment should be provided directly to the NSP for each employee providing transportation services.

2. The Nebraska State Patrol will send the results and contents to the Department's Central Office contact and shall only provide a dissemination report to the employer indicating whether the individual has a criminal record. The employer is responsible for providing the employee with a copy of the dissemination report.
3. The Department's Resource Development worker will be notified of the status of each individual employee when results are received and reviewed.
4. If "clear," a driver will be approved to provide services.

Enclosures: National Criminal History Background Check Request form
Nebraska State Patrol Headquarters List

National Criminal History Background Check Request

Information must be typed or printed legibly in black ink.

LAST NAME	FIRST NAME	M.I.
MAIDEN NAME/PREVIOUS NAMES		
SSN	DOB	
PRESENT STREET ADDRESS, CITY, STATE & ZIP CODE		TELEPHONE NUMBER
EMPLOYER CONTACT, STREET ADDRESS, CITY, STATE & ZIP CODE (Indicate SAME AS ABOVE for Individual Providers)		

Request must be submitted with a minimum of two (2) completed Applicant Fingerprint FD-258 cards and the processing fee payable to the Nebraska State Patrol. Submit the request form, fingerprint cards and payment to: Nebraska State Patrol, Criminal Identification Division, 3800 NW 12th Street - Suite A, Lincoln, NE 68521.

I understand that as a result of this request, my name and other identifying information will be checked against the National Instant Criminal Background Check System by the Nebraska State Patrol. The purpose of this check will be to determine my criminal history.

I hereby authorize the release of the results of this check and contents of my record to representatives of the Nebraska Department of Health and Human Services, Central Office, P.O. Box 95026, Lincoln, NE 68509-5026. I understand that the Nebraska State Patrol, after conducting this check, shall only provide my employer with a dissemination form, indicating whether a criminal record exists. I understand that I am entitled to receive a copy of the dissemination form from my employer upon my request.

Signature _____

Date _____

Witness _____

Date _____

Lincoln - Headquarters Troop

3800 N.W. 12th St.
Lincoln, NE 68521
402-479-4988

Fingerprinting hours: 8:00 A.M. to 4:30 P.M.
No appointment necessary

Omaha – Troop A

4411 South 108th St.
Omaha, NE 68137-1290
402-331-3333

Fingerprinting hours: 8:00 A.M. to 4:30 P.M.
No appointment necessary

Norfolk – Troop B

1401 Eisenhower Avenue
Norfolk, NE 68701
402-370-3456

Fingerprinting hours: By appointment only

Grand Island – TROOP C

3431 Potash St.
Grand Island, NE 68802
308-385-6000

Fingerprinting hours: 9:00 to 10:45 A.M. or 12:30 to 3:00 PM
Wednesdays only

North Platte – Troop D

South Highway 83 and Interstate 80
North Platte, NE 69103
308-535-8047

Fingerprinting hours: 9:00 A.M. to 2:00 P.M.
Appointment preferred

Scottsbluff – Troop E

4500 Avenue I
Scottsbluff, NE 69361
308-632-1211

Fingerprinting hours: By appointment only