



State of Louisiana

Louisiana Department of Health
Office for Citizens with Developmental Disabilities

MEMORANDUM

OCDD-R-20-005

OCDD-P-20-014

OCDD-SC-20-003

DATE: March 27, 2020

TO: Self Direction Participants
Local Governing Entities
Support Coordination Agencies
Home and Community Based Provider Agencies

FROM: Julie Foster Hagan, OCDD Assistant Secretary

SUBJECT: Background Checks for Family Members

Effective immediately, a background check for immediate family members who have been granted permission to be temporary employees does not have to be completed. This applies only where an exception has been made for a family member who lives in the same home as the recipient, and is allowed to become a paid staff during the COVID-19 Emergency only. All other newly hired staff must have a background check prior to working.

In addition, all new staff being hired at this time, both in Self-Direction and with provider agencies, must have the approval of the Fiscal Agent (Acumen and Morning Sun) or the provider agency before beginning work. New employees cannot begin work when the paperwork is submitted, but must wait for the fiscal agent or provider to notify the employee that he or she is approved to work.

If you have any questions, please contact OCDD-HCBS@la.gov.

Name
Date
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