

To All New and/or Prospective Maconaquah Employees:

As of July 1, 2016, Indiana Code dictates that all applicants for employment with school corporations are required to obtain: 1) an expanded child protection index (DCS) check, 2) an expanded criminal history check, and 3) for certificated employees, an inquiry with the Department of Education of each state in which the individual has resided since the age of 18 to identify whether a teaching license has been suspended or revoked. within the first 90 days of employment, preferably before employment begins.

Maconaquah School Corporation has contracted with Safe Hiring Solutions to perform these expanded background, DCS, and license checks, which meet the prescribed requirements. **In order to begin or continue your employment with us, you will need to visit the Safe Hiring website to initiate this process.** The Maconaquah link to the application is located on the Maconaquah website at www.maconaquah.k12.in.us under Employment. **Due to security restrictions, you will not be able to complete this process using your cell phone, iPad, or Internet Explorer.** If you do not have the required internet access, you are welcome to come into the Maconaquah administration building during normal business hours to use a computer to enter your information.

There are **TWO** parts to completing the background check, the ***Safe Hiring Criminal Background Check*** and the ***Department of Child Services Check (DCS)***.

Part One (Criminal Background Check): You will be receiving 2 emails about completing your Criminal background check from orders@safehiringsolutions.com through Safe Hiring Solutions. You will need to have an electronic form of payment to complete this. ***Please NOTE: On some devices, emails may be automatically grouped together by subject or sender, however you should have both emails.*

- **1st Email:** Subject Line will read, Online Background Check - Please read the information carefully in the email, you will find a LINK and USER NAME to the Safe Hiring Background Check at the very bottom of the email under her signature block. Please click this link and enter the user name on the following page.
- **2nd Email:** You will receive a second email immediately, that will simply contain your password for the Safe Hiring Criminal Background check.

Part Two (DCS Check): **Beginning September 15th, This invitation will expire after 20 business days.** Once you have completed and paid for the Safe Hiring Criminal Background check, you will receive 2 emails from KidTraks@dcs.in.gov. This email could take a day or two, so please check your email frequently for this and start right away.

- **1st Email:** Subject Line will read, Time-Sensitive – Indiana DCS CPI/CPS Request Initiated – Please read the information carefully from this email and click on the link that will take you to the DCS Website to complete your background check. *(Example: To enter the “CPI/CPS Portal” click [here](#))*
- **2nd Email:** Subject Line will read, Time-Sensitive – Indiana DCS CPI/CPS Portal Password – as stated in the subject line, this is the email that will contain your password for the DCS government website. Once you have completed the DCS check, your entire background check will be considered submitted.

OVER PLEASE →

The cost for the expanded criminal history check is \$24.90 for classified staff (non-teachers), and \$28.85 for certificated individuals. Additional charges could be incurred under certain circumstances. You will be notified of these additional charges prior to submitting your payment information. You may pay on-line by credit or debit card.

If you do not have a credit or debit card, you will need to bring a cashier's check or money order (in the amount of \$24.90, made payable to Safe Hiring Solutions) to the administration building. One of our system administrators will collect and enter your information into Safe Hiring Solutions' data base to complete the expanded checks.

Completed reports will be delivered directly to our system administrators by Safe Hiring Solutions and will become part of your employment file. If you would like to have a copy of your report, please let us know and we will be glad to provide it to you. If you have completed an expanded criminal history & DCS report from another corporation within the last 3 months, you may use this report.

If you have any questions or need additional information, please feel free to contact me.

Sincerely,

Laura Stephens
Assistant to the Superintendent