Archdiocese of Seattle
SAFE ENVIRONMENT PROGRAM
Protecting the Young and Vulnerable

July 2010

IMPORTANT INFORMATION ABOUT BACKGROUND CHECKS

Please make note of the following updates and reminders...

SETA NET PARTICIPANT ID

Please include the applicant's SETA Net Participant ID when submitting background checks. There is a spot on both the paper Background Check Form and the CICS online form to provide the SETA Net Participant ID. This will ensure that background check records are linked to the correct SETA Net Profile.

The SETA Net Participant ID can be looked up in SETA Net by searching for the participant or pulling a report for your entire location. See page 21 in the Safe Environment Program Coordinator's Handbook for more information.

DUPLICATE BACKGROUND CHECKS

In efforts to reduce unnecessary costs, we are attempting to eliminate duplicate background checks. If an employee or volunteer works in multiple locations within the archdiocese, and there is a recent background check on-file, you do not need to run another background check.

When you submit a background check for an individual that has a current background check on file at an archdiocesan parish or school, you will receive a warning message. The message will indicate that there is a current background check on-file and identify the location which ran the check. Please contact that location to obtain the results and necessary paperwork for your files.

If you receive a call from another archdiocesan parish or school, please assist them by sending them copies of the Background Check Results for their records. Thank you for your assistance.

PLEASE USE CORRECT CICS ACCOUNT TO SUBMIT BACKGROUND CHECKS

Did you know that each parish and each archdiocesan school has an online account established with CICS Employment Services? In order to track background checks properly, **please use the correct CICS account for each background check.**

School employees and volunteers need to be submitted under the school account. Parish employees and volunteers need to be submitted through the parish account. If you typically have one staff person process all background checks for both locations, you may continue to do so. However, please have that individual log-into the CICS system under the correct account. Please see page 20 of the Safe Environment Program Coordinator's Handbook for more information.

SOCIAL SECURITY NUMBER REMINDERS

Background Checks may NEVER be submitted without a valid Social Security Number. Any background check submitted without a valid number will NOT be approved for employment or volunteer work. If a volunteer is unable to provide an accurate Social Security Number, they are welcome to volunteer but not in a capacity that requires a background check.

Please verify the Social Security Number before submitting the Background Check to CICS. We are seeing a large increase of returned background checks because the Social Security Number is not valid. The majority of these are caused by the wrong number being submitted to CICS when entered in the system. This may be due to a typo when the number is entered or simply that the number written on the form is illegible. Please verify all information before submitting the background checks to ensure they are corect.

If you have any questions, please call the Safe Environment Program at (206) 274-3188 or email us at: sep@seattlearch.org