



MEMORANDUM

To: Pastors, Pastoral Coordinators, Principals, Pastoral Assistants for Administration, Safe Environment Coordinators

From: Mary E. Santi, Chancellor/HR Director

Date: March 19, 2014

RE: Background Check

As has been previously communicated, we do not know the source of the tax fraud problem being experienced by some Archdiocesan employees and volunteers. While we continue to work closely with the FBI, IRS Criminal Investigation Unit and our legal and consulting team, we believe that it may take some time to continue to attempt to identify the source of the problem.

Therefore, we are temporarily suspending the use of social security numbers for criminal background checks. Please do not conduct any criminal background checks for employees or volunteers at this time.

We will be in contact with you as soon as possible with instructions for how to conduct other types of background checks on an interim basis. This is simply one of the precautionary measures we are temporarily taking in the absence of knowledge regarding the source of the problem.