



State of New Jersey
Department of Human Services
Division of Medical Assistance & Health Services

NEWSLETTER

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TO: Physicians, Psychologists, Advance Practice Nurses, Home Care,
and DDD – **For Action**
Health Maintenance Organizations - **For Action**

SUBJECT: Revised Background Check Requirements

EFFECTIVE: Immediately

PURPOSE: To advise providers that the Department of Children and Families (DCF) and the Department of Human Services (DHS) now require Applied Behavior Analysis (ABA), Developmental Individual Differences Relationship-based (DIR), Behavioral Assistance (BA) and Intensive In-Community (IIC) providers to complete a Federal Bureau of Investigation (FBI) background check.

BACKGROUND: Section 2 of P.L.1999, c.358 (C.30:6D-64) states that any community agency under contract with, or licensed by, the Department of Human Services shall not pay or contract for any employee or agency head for the provision of services unless it has first been determined, consistent with the requirement and standards of P.L.1999, c.358 (C.30:6D-63 et seq.), that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or in the State Bureau of Identification in the Division of State Police, which would disqualify the community agency head or the community agency employees from such employment. The determination shall be made by the Department of Human Services.

In accordance with this statute, the Division of Medical Assistance and Health Services (DMAHS) requires all providers of Autism Spectrum Disorder (ASD) services, Behavioral Assistance or Intensive In-Community services, new and existing, that provide direct care to ASD members to successfully pass a fingerprint/background check prior to performing services. Providers must repeat this background check every two years thereafter. No one in your agency can provide direct, face-to-face services to New Jersey Family Care (NJFC) members without passing this background check. This background check is offered at no charge to NJFC contracted providers through the Employment Controls and Compliance Unit (ECCU) within the Office of Program Integrity & Accountability (OPIA) at the Department of Human Services (DHS). The ECCU unit will resubmit fingerprints for providers every two years if they receive an archiving request.

BA and IIC providers are currently required to complete a NJ State Police fingerprint background check through the Controls and Compliance Unit (ECCU), Office of Program Integrity (OPIA).

Effective 7/1/25, the Child Protections Improvement Act of 2018 (CPIA) allows qualified states to submit fingerprints to the Federal Bureau of Investigations (FBI) to obtain national background checks for individuals that provide services to children. New Jersey has recently been determined eligible and will begin submitting background check requests to the FBI immediately.

ACTION: Providers of ABA, DIR, BA and IIC services will be required to schedule new Federal background checks through ECCU. Providers who have utilized the current fingerprint background checks will be required to obtain new service code forms. Any old forms should be discarded. ABA and DIR providers should continue to outreach ECCU. **IIC and BA Providers should contact the Children’s System of Care (CSOC) as soon as possible to obtain the new service code forms.** Please note that past fingerprints are not transferable and cannot be utilized to obtain the newly required FBI background check.

New employees, as well as those who may be pending a State-only fingerprint background check, should only be fingerprinted with the **new service codes**. Existing employees who were previously fingerprinted with the State-only service code forms will need to be re-fingerprinted using the **new service codes** form. Any employees who have previously completed a background check will have until April 26th, 2026 to complete a Federal background check. Please note that those staff fingerprinted for their professional license must be re-fingerprinted. Licensing boards are not permitted to share fingerprint results with our agency.

Providers can continue to retrieve a copy of their “cleared” letters from ECCU’s on-line Fingerprint Approval Retrieval Application (FARA) website. Instructions may be found at <https://www.nj.gov/humanservices/staff/opia/cfu/fara.html>. Should an agency encounter any issues, they may contact ECCU for guidance at 609-292-0207, or via email at ECCU.FARA@dhs.nj.gov. If an applicant is not cleared for employment, the employer will be instructed to contact ECCU for guidance. Remember that new employees who have never completed a successful background check should not provide services to children or families without a “cleared” letter.

Archiving

Archiving is the process of resubmitting an employee’s Federal fingerprints for a current criminal background check. Archiving is conducted for currently employed ABA, DIR, BA and IIC providers every two years. Employees who have been originally printed through ECCU must be archived every two years in the same month that their initial or archived prints became available in the Fingerprint Approval Retrieval Application (FARA). For example, if an applicant was originally printed in May, 2025, they would be due to be archived in May, 2027.

Archive requests should be submitted via the archive spreadsheet template (see attached) by the 15th of each month. Employees that are overdue for the two (2) year archiving process should be submitted as soon as possible. Thereafter, the spreadsheet

should include all employees due for archiving in each calendar month. If any employees are mistakenly left off the monthly submission, a second submission should be sent on the next business day.

Note: It is crucial to adhere to all directions provided on the Archiving FAQ's to ensure that all categories of the archiving spreadsheet are properly completed prior to submission. The agency should then email this spreadsheet to the Archiving Request Desk at:

DHS-ECCU.ARCHIVE@dhs.nj.gov

Attached you will find the **Archive Spreadsheet Template** and the **Archiving FAQ's** document. In addition, there is a **Flag Removal Form** to report prior employees that are no longer employed by the organization.

If there are any questions regarding this Newsletter, please contact the Office of Behavioral Health at MAHS.ASDinquiries@dhs.nj.gov.

RETAIN THIS NEWSLETTER FOR FUTURE REFERENCE

ARCHIVING FAQ's

What is archiving?

Archiving is the process of resubmitting an employee's Federal fingerprints for a current criminal background check. Archiving is conducted for AU every TWO years of employment.

When do employees need to be archived?

Employees must be archived every two years in the same month their initial or archived prints became available in FARA. For example, if an applicant was originally printed in May, 2025, they would be due to be archived in May, 2027. Please note that employees printed/archived at the end of a month are likely to have an availability date in the following month. Agencies should be submitting a list of employees every month unless they don't have anyone due for archive.

****To resolve any backlog, please submit any employees printed 1/1/2022-3/31/2023 to be archived by 3/31/2025. Anyone printed earlier than 1/1/2020, must be fully reprinted. Going forward, submit all employees on the month they are due to be archived.****

Does the employee need to physically go for archiving?

No. Because fingerprints are captured electronically, they can be saved, or archived, into an electronic file. The electronic file is submitted, removing the need for the employee to be archived in person.

What if one of my employees is on leave during the month they are due for archiving?

Since archiving does not require in-person fingerprinting, the agency should submit employees on leave for archiving even though they are not actively working.

What do I do if an employee has a last name change?

If an employee's last name has changed (for example, due to a change in marital status), they should be sent for in-person reprinting under their new name.

When do I submit my monthly archive spreadsheet?

Archive requests should be submitted by the 15th of each month to ensure processing by the end of the month. Your spreadsheet should include all of your employees that are due during the current calendar month. However, if any employees are mistakenly left off the monthly submission, a second submission may be sent on the next business day.

How do I submit employees for archiving?

Using the Archive spreadsheet template, the agency compiles a list of employees that are due for archiving in the current calendar month. The agency should provide *the most recent PCN/TCN* for each employee and ensure the employees' names are spelled and punctuated **EXACTLY** as they appear in FARA. Do not include middle initials in the first name field.

The agency then saves the file in the required naming convention of:

NJ920540Z ARCHIVE SUBMISSION YYYY-MM-DD AU#XXXX Agency Name Submitter Name

For example, a submission from Lisa Jones of the Able Agency with the cost center of 1234 on May 20, 2021 would be saved as:

NJ920540Z ARCHIVE SUBMISSION 2021-05-20 AU#1234 Able Agency Lisa Jones

The agency then emails this spreadsheet to the Archiving Request Desk at DHS-ECCU.ARCHIVE@dhs.nj.gov.

What if there are required updates?

Once the agency sends the updated spreadsheet to the Archive Helpdesk, ECCU will review the information for accuracy. If the spreadsheet submission has no errors, ECCU will send to Idemia for

processing. If there are required corrections to the spreadsheet, ECCU will return the spreadsheet with the instructions to make the necessary corrections. Once corrected, the agency may resubmit the spreadsheet to the helpdesk for processing.

How does the fingerprinting vendor process the spreadsheet?

The fingerprinting vendor will upload the spreadsheet into their system. The system makes sure that the first and last names are exactly the same on the spreadsheet as listed to the corresponding PCN/TCN. Archiving will be completed for all employees whose data is a match. The vendor then updates the spreadsheet with the new archive date and PCN/TCN.

What happens after the vendor completes the archive process?

The fingerprinting vendor returns the agency's spreadsheet to ECCU. ECCU will forward this spreadsheet to the agency. The agency should update their records with this current archive date and PCN/TCN for future archiving purposes. The agency should then pull the new result letter from FARA.

What do I do if there is a mismatch?

If the vendor found any mismatches, they will note the discrepancy on the spreadsheet.

Spelling Errors, Suffixes or Punctuation:

Examples of minor spelling errors and the addition/correction/removal of suffixes and punctuation are shown below:

Date Submitted	ORI Number	PCN	Last Name	First Name	Revised Document Type	Ignore Warnings	Error Message
06/02/21	NJ920540Z	495199999999	MCCADE	MARTHA	F2		Last Mismatch (MCCABE)
06/02/21	NJ920540Z	495199999999	MORRISON	BERNANRD	F2		First Mismatch (BERNARD)
06/02/21	NJ920540Z	495199999999	ONEAL	MARY	F2		Last Mismatch (O-NEAL)
06/02/21	NJ920540Z	495199999999	SHINN	SAMUEL	F2		Last Mismatch (SHINN-JR)

- The agency validates that the information provided by the vendor in the Error Message column is accurate.
 - **IMPORTANT:** The agency should update their archiving records to reflect how the employee's name is listed in ECCS to avoid future archiving issues.
- The agency creates a new spreadsheet containing only the mis-matched employee(s) using the corrected information and resubmit the new spreadsheet **within five (5) business days** to the Archiving Helpdesk.
- ECCU will submit the spreadsheet directly to the fingerprinting vendor and then send the agency the updated spreadsheet with the archive date and new PCN/TCN after it is received from the vendor.

Different First or Last Names:

Examples of different first or last names are shown below:

Date Submitted	ORI Number	PCN	Last Name	First Name	Revised Document Type	Ignore Warnings	Error Message
06/02/21	NJ920540Z	495199999999	CRAWFORD	MARGARET	F2		Last Mismatch (ECKEL)
06/02/21	NJ920540Z	495199999999	KANE	CLEOPATRA	F2		First Mismatch (ANTOINETTE)

- The agency verifies what the employee's legal name is.
- If the employee's legal name matches what is listed in the Error Message column, the agency sends the employee to be re-printed in person.
 - **IMPORTANT:** The agency should update their archiving records to reflect how the employee's name is listed in FARA to avoid future archiving issues.
- If the employee's legal name matches what was originally provided, please contact the Help desk for next steps.

KEY TAKE-AWAYS FOR ARCHIVING

- **Employees should be archived every two years in the month of their last results**
- **Rehires do not get archived but processed as if they were a brand-new hire**
- Agencies should provide the employee's most current PCN/TCN
- **Monthly submissions should be completed by the 15th of each month**
- Employees on leave should be archived when they are due
- **Submissions needing correction should be returned to the ECCU within five business days**
- Agencies should pull their employee's results from FARA immediately after receiving the new PCN/ TCN

