

Public Partnerships LLC
21 Anson Way, Suite 200
Raleigh, NC 27615

[Employee Name]
[Employee street address]
[Provider City, State, Zip]

Criminal Background Check Notification Letter

You applied to provide services to a participant in one of these North Carolina (NC) programs:

- Community Alternatives Program for Disabled Adults, or
- Community Alternatives Program for Children.

When these NC programs are discussed in this letter, they are referred to as the “Waiver Programs”. When one of these NC programs is discussed, that program is referred to by the words, “Wavier Program.”

As part of employment in one of these Waiver Programs, employees must pass a criminal background check. Your criminal background check was completed through HireRight. No barrier crimes were found, and your employer has the option to hire you.

Meet with your employer to discuss the nature of any offenses that your background check showed. Your employer will decide whether they still want to hire you.

Public Partnerships LLC (PPL) included with this letter:

- A Pre-Adverse Action Notice,
- A copy of your criminal background check results, and
- The Fair Credit Reporting Act (FCRA) Summary of Rights.

Please call Public Partnerships at 833-202-6168 or by TTY at 800-360-5899 if you have any questions.