

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

[EOR Name]

[EOR street address]

[EOR city, state, zip]

Criminal Background Check Notification Letter

You have an employee who applied to provide services to you 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 employee’s criminal background check was completed through HireRight. No barrier crimes were found, and your employee can work for you if you choose.

Meet with your employee to discuss the nature of any offenses that the background check showed. This will help you decide whether you still want to hire them.

Public Partnerships LLC (PPL) previously sent to your employee:

- A Pre-Adverse Notice,
- A copy of their 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.