

**Q: Can I have my employees fingerprinted with GAPS instead of using local law enforcement?**

A: Yes. However, the cost of using GAPS in lieu of local law enforcement is probably more expensive. GAPS charges \$33.65 for a Georgia check only. Should you elect to register your applicant using GAPS, the PCH would select “**DCH – Personal Care Home (Employee) – GA Check Only**” under the Transaction (Reason). Also, the facility would **NOT** check the box when it asks “**Does another agency make the fitness determination?**” The PCH would make the fitness determination as to whether the applicant has a criminal record. The facility may view the criminal history results by clicking on the “Procedures for Using GAPS” on the GAPS homepage and following the instructions as outlined in Step F. As noted previously, the PCH cannot employ a person with an unsatisfactory determination.

**Q: What do I do if an applicant for employment has not been a resident of the state for a period of three years preceding the date of application for employment?**

A: The PCH shall attempt to obtain a criminal record check from the local law enforcement agency of the applicant's previous state of residence. If the local criminal record check from either the applicant's previous state of residence or this state indicates multistate offender status, the PCH shall not employ the applicant until they have made a determination as to whether the applicant has a criminal record. A PCH shall not employ a person with an unsatisfactory determination.

**Q: What if I want DCH to make the fitness determination for an applicant that has a criminal record?**

A: When a PCH determines that an applicant for employment has a criminal record but there are matters in mitigation of the criminal record, no physical harm was done to the victim, and they would like to hire the applicant, the PCH may request that DCH make a determination as to the applicant's suitability for employment. The PCH shall register the applicant with GAPS and select “**DCH – Personal Care Home (Employee) GA Check Only**” under the Transaction (Reason). The PCH shall not hire the potential employee to work in the home until they receive notification from DCH that the applicant has a satisfactory criminal record check. DCH will only make fitness determinations for applicants having a criminal history. If the applicant does not have a criminal history, DCH will mail the criminal history results to the facility.