



NC MCO/Tailored Plan – Employee Background Checks Approval Process & Procedures

Acumen Fiscal Agent employers pay for their background check requests either through employer supplies or their accrued funds. Please refer to your MCO rules below to determine if you will need to request prior approval for the expenditure.

Alliance

- Requires MCO Prior Approval
 - Alliance Code (T2025U2) - Acumen Code (ESUP)
- Requires No Approval
 - Accrued Funds - Acumen Code (AFUND)

Partners

- Requires MCO Prior Approval
 - Partners Code (T2025U2BB) - Acumen Code (ESUPBB)
 - Prior Approval issued at startup and annually.
- Requires No Approval
 - Accrued Funds - Acumen Code (BOBP)

Sandhills

- Requires Prior Approval
 - Sandhills Code (T2025U2) - Acumen Code (ESUP)
- Requires No Approval
 - Accrued Funds - Acumen Code (BSBS)

Trillium

- Requires Prior Approval – Trillium Code (T2025U2) - Acumen Code (ESUPT)
- Requires No Approval
 - Accrued Funds - Acumen Code (Trillium Reserve)

Vaya

- Startup Requires Prior Approval - Vaya Code (T2025U1U2)
- Acumen Code ESUPV-Startup \$750.00
- Ongoing – No Prior Approval - Vaya Fund Bonus

The EOR should check authorization balances on DCI before submitting requests to avoid delay in processing requests.

Employee Background Costs

NC In-State Criminal Background Check - **\$24.00**

NC Drivers Record Check - **\$15.70**

LEIE/OIG Exclusions – **Free**

National Background Check - **\$62.00**

Sex Abuse Registry Check - **\$3.00**

NC Healthcare Registry – **Free**

If the Employee has an out of state license - Please call the NC Team for pricing. *(Reminder, a staff working under the Innovations Waiver must have a NC Drivers License within 30 days of beginning work)*

An Acumen Employee Background Check Request form is required along with approval for payment by your Tailored Plan/MCO to process required employment checks. Failure to submit this form or get prior approval will hold up your staff's Good-To-Go date.



Employee Background Check Payment Request Form

Participant Name	Participant Acumen ID #
Employer Name (if different than Participant)	MCO Name:
Employee Name	

Service Date	Service Code	Employee Name	Option 1 or 2	Amount
			Total Amount	

Background Check Service Codes

Alliance

- ESUP or T2025U2 (Prior Approval Required)

Partners

- ESUP or T2025U2 (Prior Approval Required)
- ESUPBB or T2025U2BB (No Prior Approval for Ongoing Approved Supplies)

Sandhills

- ESUP or T2025U2 (Prior Approval Required)

Trillium

- ESUP or T2025U2 (Prior Approval Required)

Vaya

- ESUPV-STARTUP (Prior Approval Required)
- T2025U2U1 FUND (No Prior Approval for Ongoing Approved Supplies)

Background Check Costs

Option 1 (Lived in NC at least 5 years)

In State Criminal Background:	\$24.00
NC Driving Record:	\$15.70
Sex Abuse Registry:	\$3.00
LEIE/OIG Exclusions:	Free
NC Healthcare Registry:	Free
Total Costs:	\$42.70

Option 2 (Lived Out of State in Last 5 years)

National Criminal Background:	\$62.00
NC Driving Record:	\$15.70
Sex Abuse Registry:	\$3.00
LEIE/OIG Exclusions:	Free
NC Healthcare Registry:	Free
Total Costs:	\$80.70

Please email the NC Team for pricing if an out-of-state driving record is needed.

****Note**** Please refer to the rules of the MCO in which the participant receives their waiver services.

Return this form to Acumen by email to ncmcoagents@acumen2.net

Employer Signature

Date