

Child Abuse Record Information (CARI) Checks

Background

Pursuant to New Jersey Statute Title 9 section 9:6-8.10f, Self-Directed Employees providing community-based services to individuals with developmental disabilities are required to complete a Child Abuse Record Information (CARI) background check.

Any person applying for employment as a Self-Directed Employee in the Division of Developmental Disabilities (NJ DDD) Self-Directed Employee Option must have a CARI check. The background check is completed by the New Jersey Department of Children and Families (DCF) and includes a check of the DCF child abuse registry. The check will identify if a person has a history of proven child abuse or neglect with DCF.

The law establishes that:

- Employees or individuals who have a history of proven child abuse or neglect may not work as an employee in the NJ DDD Self-Directed Option.
- Employees refusing to agree to a CARI check are not eligible to work as an employee.

What to Expect

1. Public Partnerships will initiate the CARI check process once a self-directed employee packet is received. There is no cost to the employee for these checks.
2. The self-directed employee is required to provide Public Partnerships with their email address.
3. Once PPL initiates the CARI check process through the DCF registry site, the self-directed employee will receive an email inviting them to complete the CARI application online. **This application process is required before an employee is eligible to work.**
4. The self-directed employee will begin the application process by clicking the link in the email and completing the **Application Specifics**. The applicant should select the following options:
 - a. Indicate Reason for CARI: **Community Provider/Agency**
 - b. Check the type that applies: **New Employee**
5. The following information will be required to complete the online application.
 - a. First and Last Name
 - b. Physical Address
 - c. Date of Birth
 - d. Email Address
 - e. Full Name(s) and Date of Birth of children (if applicable)
 - f. All previous addresses since 1980 and the dates you lived at each address (if applicable)
 - g. Acknowledgment/Electronic Signature agreeing to the information submitted
6. Once the application is submitted and complete, Public Partnerships will receive notification from the Department of Children and Families of the completed application status.
7. The CARI check results take several weeks to process. Self-Directed Employees can be hired but only continue working based on the results of the CARI check. If the CARI check results show a record of child abuse, the conditionally employed Self-Directed Employee cannot serve as a Self-Directed Employee in the NJ DDD Self-Directed Employee Option and employment will be terminated.