



**GREATER NEW YORK HEALTH CARE FACILITIES ASSOCIATION**

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**21-14**

TO: ALL MEMBER FACILITIES

FROM: ROBIN C. ROSEN, ESQ., LABOR COUNSEL

DATE: MARCH 19, 2021

RE: CHRC - FINGERPRINT APPOINTMENT TIMEFRAMES

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Attached please find a copy of the recently issued DAL regarding clarification on the timeframes in which a “prospective employee” must be fingerprinted for CHRC. This guidance supersedes any previous guidance.

As per this guidance, individuals must be scheduled for their fingerprint appointment within 21 days of receiving the initial LiveScan. If the preferred location to attend a fingerprint appointment is not available, the provider must review alternate locations.

The DAL also reminds facilities that no provider shall seek, directly or indirectly, to obtain payment from a prospective employee for fees or costs associated with obtaining the criminal history information check. Additionally, the DOH strongly recommends each provider review its “roster” in the CHRC application to review the status of each submission and reconcile, as appropriate.

Thank you.