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GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR MEDICAID SERVICES

Division of Long-Term Services and Supports
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Eric Friedlander
SECRETARY

Lisa Lee
COMMISSIONER

To: 1915(c) Home and Community Based Services Waiver
Participant Directed Service Participants

From: Lisa Lee, Commissioner *Lisa D. Lee*
Department for Medicaid Services
Victoria Elridge, Commissioner *Victoria D. Elridge*
Department for Aging and Independent Living

Date: June 18, 2025

RE: Cost for Criminal Background Checks for Participant-Directed
Services (PDS) Employees

We want to tell you about a change to background checks for Participant Directed Services employees. A background check is a review of a person's criminal history and other records to make sure they are qualified to work as a caregiver. We require a pre-employment background check for Participant Directed Services employees to reduce risks to your safety and well-being and ensure you are receiving the highest quality of services.

In the past, you as the participant/employer had to pay for your Participant Directed Services employee background checks. Starting on July 1, 2025, pre-employment criminal background checks completed for new PDS employees, or background checks re-run on current PDS employees will follow a new policy. This new policy only applies to criminal background check costs, and *does not impact* other requirements, such as drug screenings, First Aid/CPR, etc.

Here's how the new policy works:

- Your financial management agency will pay for up to four (4) background checks per plan of care year.
- After the first four (4), you will have to pay for background checks until your next plan of care year begins.

Your financial management agency is the agency that processes your Participant Directed Services employee's paycheck and employment paperwork and is also responsible for maintaining records of employee criminal background checks.

If you have questions about this change, you can talk to your case manager or contact the Department for Aging and Independent Living. The Department for Aging and Independent Living helps us operate Participant Directed Services for the waiver programs. You can call the Department for Aging and Independent Living at (877) 315-0589 or email HCBInquiries@ky.gov.