



735 Riverside Drive
Jackson, MS 39202

CHOICE PROGRAM BULLETIN

Background Checks

TO: Community Mental Health Centers and ESG Providers (MUTEH, Open Doors Homeless Coalition)

FROM: Bridgette Butler, Mississippi Home Corporation

SUBJECT: Background Check Company and Complete Background Check for CHOICE client

DATE: July 13, 2016

The CHOICE Program will be using The P & I Company - to complete background checks for applicants. The website address is .

See the following information about The PI Company:

- Training will be provided by The PI Company at no cost.
- Mississippi Home Corporation will complete all background checks for CHOICE applicants. MHC will pay, by using CHOICE funds, for the following cost associated with completing background checks with The PI Company.
 - One time annual fee of \$300 for each CMHC or ESG provider participating in the CHOICE program
 - Total Cost for background check is \$23.10
 - \$13 for nationwide criminal check and
 - \$5 for federal search
 - \$5.10 for credit check

How to submit a request for MHC to Complete a Background Check for CHOICE client:

1) Complete CHOICE Background Check Form (please print clearly)

- First Name of CHOICE applicant
- Middle Name of CHOICE applicant
- Last Name of CHOICE applicant
- Suffix of name of CHOICE applicant
- Previous or Current Address of CHOICE applicant
- Date of Birth of CHOICE applicant

- Social Security Number of CHOICE applicant
- 2) CHOICE applicant must check the box stating “I authorize Mississippi Home Corporation and _____ to obtain consumer reports obtained from consumer reporting that may contain information including, without limitation, creditworthiness and criminal or police records, and I provide the above identifying information to assist in obtaining accurate consumer reports about me. I hereby authorize Mississippi Home Corporation to release all information contained in this report to all parties involved in the process for my CHOICE application.”
 - 3) CHOICE applicant must sign and date Background Check Form.
 - 4) The CMHC or ESG Provider must check the box stating, “I verify that this individual is a CHOICE applicant that I am requesting a background check to be completed on”.
 - 5) The CMHC or ESG Provider must write the name of their agency and Name of contact person at the agency requesting the background check.
 - 6) CMHC or ESG Provider will email the completed CHOICE Background Check Form to MHC via HMIS AWARDS “Messages”.
 - 7) MHC will complete a background check on the requested CHOICE applicant within 3 days of receiving the request.
 - 8) Once the background check is completed, MHC will email the CMHC or ESG Provider the Background Check report for the CHOICE applicant via HMIS AWARDS “Messages”.
 - 9) MHC will charge the background check fees to MHC’s CHOICE account.

Should you have any questions upon your review of the instructions in this bulletin, please contact Bridgette Butler bridgette.butler@mshc.com or Demetris Neyland demetris.neyland@mshc.com at Mississippi Home Corporation.