



Michelle Lujan Grisham, Governor
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Special COVID – 19 Supplement #1: Fingerprinting Guidance

Effective April 1, 2020 the New Mexico Human Services Department (HSD) is issuing joint guidance with the Department of Health (DOH), the Children Youth and Families Department (CYFD), and the Aging and Long-term Services Department (ALTSD) outlining flexibility for fingerprinting requirements for the duration of the declaration of the Public Health Emergency (PHE).

Until further notice, all new employees who are required to pass the NM Abuse Registry, Caregiver Online Registry (COR), and background checks for employment will be required to proceed with the following process:

1. Employee information will be required to complete an application and be processed through the New Mexico Abuse Registry and the Caregiver Online Registry (COR). If approved, employee can begin working.
 - a. *CYFD employees only*: must have completed child abuse and neglect check prior to an employment offer and employees who provide direct client care must remain under the supervisor of cleared employee pending clearance.
2. During the PHE, the state is allowing flexibility for the timeframe of the requirement for fingerprinting.
3. Employees hired during this time and who could not complete a fingerprint appointment are required to submit their fingerprint cards within 30 days of the termination of the declaration of the PHE.
4. Fingerprint cards are required to be sent to DOH Caregivers Criminal History Screening Program.
5. Employees who do not pass the background check at that time, or who fail to submit fingerprint cards and complete the background check within the 30 days of termination of the declaration of the PHE, will be removed from employment immediately.

Sincerely,

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Medical Assistance Division