



Policy regarding CAP paperwork

On May 26, 2010, we changed our policy regarding employee paperwork. All required paperwork must be submitted and reviewed by A Bridge to Learning BEFORE an employee can begin to provide CAP MR/DD services. Initially, at the very least, a criminal background check, a healthcare registry check, and three reference checks must be completed. Please allow 7 business days for these to be reviewed by the office. Once these are completed, A Bridge to Learning will contact the employee and the family that training can begin. Employees are allowed to work a maximum of 25 training hours while they are gathering the remaining required documentation. A list of all required documentation is available on our website at www.ablearning.com. Additional services may not be provided until all other paperwork has been submitted and reviewed. Please allow an additional 10 business days for this paperwork to be reviewed by the office. If 25 training hours have been provided, the employee will not be allowed to work any additional hours until the remaining paperwork is completed, submitted, and reviewed by the office.

All personnel files will be reviewed periodically to ensure that all required trainings and documentation remain current. Employees will be given a maximum of 2 letters notifying them of any items that will be expiring. The first letter will be sent to employees 90 days before items expire. The second and final letter will be sent to employees AND families six weeks before items expire. If employees fail to correct the items that are out of compliance both the employee and the family will be notified and they will NOT be allowed to provide services, per CAP MR/DD regulations, until those items are corrected. Employees with missing or expired paperwork will not be paid retroactively for any hours worked.

Thank you in advance for your cooperation.

