



ONEWORKSOURCE
BUSINESS & EMPLOYMENT CENTER

A proud partner of the [americanjobcenter](#) network

Clinton, Essex, Franklin and Hamilton Counties Background Check and Drug Testing Policy

When background checks and/or drug testing are required of customers to participate in training program(s) in the NCWDB area (Clinton, Essex, Franklin and Hamilton counties), the following will apply:

1. In order for OneWorkSource customers to participate in training program(s) requiring background checks and/or drug testing, they will be responsible to disburse the fee(s) associated with the required background check and/or drug test(s).
 - a. Clients need to be truthful in their disclaimer(s) to OneWorkSource staff as to whether they can pass a background check and/or a drug test.
 - b. The maximum total amount allowed for background check and/or drug testing is \$150. If the test(s) cost more than \$150, the NCWDB Executive Director may increase the maximum allowed.
2. Upon successfully passing the required background check and/or drug test(s) as part of training program(s) requirement(s) and being accepted in an approved program, the North Country Workforce Partnership, Inc. (NCWP, Inc.) will reimburse the customer 100% of the cost(s) disbursed for the background check and/or drug test(s), as funding allows.
 - a. Clients can only receive a reimbursement for a background check and/or drug testing once every six months.
3. The client will submit a receipt of the bill and proof of successful completion of the background check and/or drug test to the OneWorkSource staff who will submit it to the NCWP, Inc. for reimbursement.
 - a. Upon acceptance of the receipt and proof of successful completion of the background check and/or drug test by OneWorkSource staff, the reimbursement will be issued within a timely manner by the NCWP, Inc. to the client.
 - b. The NCWP, Inc. will then forward the receipt to the fiscal agent for reimbursement.
4. Disputes will be submitted to the NCWDB Executive Director and his/her decision will be final.

Adopted by the NCWDB on October 7, 2016

