

Department of Workforce Services – RCBO Level 1 - 2014

Applicant Questions and Answers

- 1. Is it okay to submit applications before the May 28th 5 pm deadline?**
A: Yes. We advise you to email your applications as early as possible. When you email your application, Tressa Branin will reply by email to let you know she received it. Tressa will review your application and let you know if it is not complete.
- 2. Can I change the name of my organization?**
A: Yes. You must inform the RSO and change the name legally with the IRS, business licenses and charitable permits, etc.
- 3. Most of our board members do not have an education, it is the kids who can read and write well. Can youth be on the board?**
A: This depends on your organization's by-laws. Some organizations allow youth 16 years of age and older, most allow 18 years and older.
- 4. How are under age youth going to help people in the community with their issues?**
A: The youth are not expected to solve problems and handle issues.. Many youth act as Secretary, taking minutes during meetings and help with translation rather than working directly with the community. Many adults handle the SSF duties without being able to write.
- 5. Are the required trainings (listed in the application, question #8 on page 10) offered all the time?**
A: The trainings are offered every year through various resources. The RSO will inform you of the dates, times and locations.
- 6. Do I have to submit the BCI background checks with my application?**
A: No. However, you must obtain a background check on a person before they work with your community members or before they have access to people's personal information. A background check is required for anyone who works with your community. Background checks need to be done on a yearly basis. The original background check should be kept in the personnel file.
- 7. Do board members have to have a background check?**
A: Yes, if the board member comes into contact with the community members or has access to any personally identifiable information. If a board member does not pass a background check, they cannot work on this project.
- 8. Is the background check done once?**
A: No. The BCI fingerprint background check is required yearly for each person working with community members.
- 9. Is it okay to scan the Business License and Certificate of Incorporation on one page?**
A: Yes, as long as all scanned document are readable.

If you require additional scanning help, please contact:

Danielle Rodriguez

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Cubicle is upstairs in DWS Metro

Hours: M-Th 8 - 5

BCI Background Check: <http://publicsafety.utah.gov/bci/employees.html>