

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Child and Family Services Agency



**Administrative Issuance: CFSA-15-5**

TO: CFSA All Staff  
FROM: Dexter Starkes,  
Director for Human Resources  
DATE: March 31, 2015  
RE: Contingency Hiring Guidelines

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The Child and Family Services Agency (CFSA) requires prospective CFSA and private agency employees to satisfy certain background and security clearance checks prior to confirming their employment status. These requirements are in addition to training and licensing requirements. In the event that a prospective employee fulfills all other requirements as stated in the job description, but there are unforeseen delays in satisfying the background checks and security clearance requirements, this administrative issuance sets forth the following guidelines for a contingency hiring process. If you have any questions concerning this issuance, please contact the Human Resources Administration.

**Guidelines for Contingency Hiring Process**

1. Identify, interview, and select qualified and appropriately credentialed and licensed professional to fill the vacant position.
2. Develop or revise as needed an offer letter designating licensing, clearance, and training requirements that are relevant to the covered position to be filled and must be met for continued employment.<sup>1</sup>
3. Issue the offer letter with the stated contingencies, as appropriate, with a proposed start date close to the next scheduled CFSA pre-service training.
4. New contingent hires must immediately apply for relevant clearances upon acceptance of the contingent hire offer and begin pre-service training as scheduled.
5. New contingent hires in covered positions may only have supervised contact with the District's child welfare client population prior to receiving the clearance results.<sup>2</sup>
6. When new hires are not engaged in pre-service training, they shall be involved in other approved activities to include relevant agency or administration orientation, completion of required substance abuse and other tests, fingerprinting, securing of necessary identification badges, document reviews (e.g., practice guides, policies and procedures), standard meetings and other relevant non-client activities. CFSA and CFSA contracted agencies with new contingent hires in covered positions that

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<sup>1</sup> A covered position is any position, whether compensated or voluntary, in a child or youth services provider agency that includes duties and responsibilities that would require the employee or volunteer occupying the position to provide direct services that affect the health, safety, and welfare of children or youth or affect services for the benefit of children or youth per E-DPM Instruction No. 4-16.

<sup>2</sup> "Supervised" means any person who is under the direct supervision at all times of an employee who has a current, satisfactory criminal background check, per DC Official Code § 4-1501.02(8).

will be providing direct services are responsible for scheduling these activities to meet the standard for no unsupervised client contact.

7. New contingent hires shall secure necessary clearances and complete training requirements to maintain employment with CFSA.
8. Employees in covered positions must maintain any required professional certifications or licenses required for their position.
9. Employees in covered positions shall be subject to biannual clearances conducted by CFSA Human Resources Administration.