



## POLICY ADVISORY

*Field Operations 2024-16*

**Policy:** Abandoned or Incomplete BRC Request Removals

**Effective Date:** August 1, 2024

Policy link: <https://www.mass.gov/doc/eec-abandoned-or-incomplete-brc-request-removals-policy-document-updated-july-2024>

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### OVERVIEW

To ensure that the list of pending Background Record Check (BRC) requests is current, EEC will be removing abandoned or incomplete BRC requests from the BRC Navigator Program Portal after forty-five (45) days.

This policy will only affect new candidates with BRC requests:

- that are over forty-five (45) days, and
- where the candidate did not schedule a fingerprint appointment or provide fingerprints.

BRC renewal requests for existing program staff will not be affected at this time.

### APPLICABILITY

This policy applies to all EEC licensed, approved, or funded programs.

### KEY UPDATES

- Updated Policy
  - EEC is reducing the timeline from four months to forty-five (45) days for when EEC will remove abandoned or incomplete BRC requests in the BRC Navigator Program Portal.
  - As of August 2023, all EEC licensed, approved, or funded programs are using the BRC Navigator Program Portal for the BRC process. Therefore, this policy affects all program types.

### RESOURCES

If you or your staff have questions about this policy or need additional support, please contact the EEC Contact Center at 617-988-7841.

### OBSOLETE

This policy replaces EEC's policy to remove abandoned or incomplete BRC requests from the BRC Navigator Program Portal after four months issued on October 1, 2023.