POLICY ADVISORY

Field Operations 2024 - 2

Policy: Closing Abandoned Requests in BRC Manager
Effective Date: February 1, 2024
Policy link: https://www.mass.gov/doc/eec-closing-abandoned-requests-in-brc-manager-policy-documentenglish/download

OVERVIEW

To ensure that the list of pending Background Record Check (BRC) requests is current and includes only those applicants who have been fingerprinted, EEC will close BRC requests in the BRC Manager system 120 days after submission if the candidate has not provided fingerprints by that time.

This policy will affect BRC requests for all existing candidates, including those existing candidates in a conditional or renewal status. Candidates in conditional or renewal status whose BRC is closed pursuant to this policy must be removed from the program within 14 days.

APPLICABILITY

This policy applies to all EEC licensed and/or funded programs.

KEY UPDATES

- EEC will be closing abandoned BRC requests in the BRC Manager system after 120 days if they have not been fingerprinted.

- Any candidate that has a BRC request in the BRC Manager system that is 120 days or older has until January 31, 2024 to get fingerprinted before this policy takes effect on February 1, 2024.

- This policy applies to candidates who are in pending, conditional or renewal status. Any candidate currently working in a licensed or funded program with a BRC in conditional or renewal status whose BRC is closed as a result of this policy must be removed from the program within 14 days.

- Candidates whose BRC is closed as a result of this policy must resubmit a new application if they wish to reapply and may not work in or affiliate with any program until they receive a suitability determination.

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RESOURCES

Please check out [EEC's resource guide on this policy](#). 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 is a new policy and does not replace any current EEC BRC policies.