


State of Vermont

Department of Disabilities, Aging and Independent Living
Adult Services Division
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Agency of Human Services

MEMO

To: Area Agency on Aging Executive Directors

From: Megan Tierney-Ward, Adult Services Division Director 

Date: March 3, 2017

Re: Background Check Guidance for Dementia Respite Grant

This memo is intended to provide guidance regarding the Department of Disabilities, Aging and Independent Living (DAIL) Background Check Policy (August 2014) as it applies to agencies managing Dementia Respite grant funds and similar programs.

Section III. of the [DAIL Background Check Policy](#) states that background checks are required for both “prospective workers who are paid with funds administered by DAIL” and “respite workers hired by families through the Dementia Respite Program, the National Family Caregiver Support Program (NFCSP), or Flex Funds”.

In order to comply with the DAIL Background Check Policy, the agency distributing funds on behalf of the State must assure that a background check has been completed according to the policy. This may be accomplished by engaging with a Fiscal Employer Agency for self-directed services such as ARIS Solutions, which also manages similar payroll services for Moderate Needs Flex Funds and Veterans Independence Program. Using a Fiscal Employer Agency would also assure the proper management of payroll taxes, workers’ compensation and unemployment insurance.

Ultimately, the agency administering the funds must be able to show proof that background checks were appropriately completed any time funds are used to pay for self-directed workers. Grant funds may be used to pay for Fiscal Employer Agency services and will not be counted as an administrative cost.

Please contact your applicable Adult Services Division program grant manager if you have further questions.

C: Janet Hunt, Executive Director V4A
Angela Smith-Dieng, Director State Unit on Aging
Stuart Schurr, General Counsel, DAIL