APPENDIX E
OVERVIEW OF BACKGROUND SCREENING CONSORTIUM (BSC) PROCESS

Owner
- Owner adopts BSC for site Contractors
- Owner sets level of security for site per BSC graded criteria
- Owner determines which Contractors must comply with BSC
- Owner communicates security requirements (maximum background screen grade) and compliance data to affected Contractor Employers

Contractor Employer
- Contractor Employer selects TPA from BSC approved list
- Contractor Employer has work for Contractor Employee at a participating Owner’s site
- Does Contractor Employee have a current background screen?
  - Yes: Contractor Employee grants consent for background screen
  - No: Contractor Employer does not assign Contractor Employee to the Owner’s site
- Does Contractor Employee have an Active Status for Owner’s Site?
  - Yes: Contractor Employer assigns Contractor Employee to Owner’s site
  - No: TPA enters ‘00’ grade in their database as final grade and sends copies of report to Contractor Employer

Third Party Administrator (TPA)
- During account setup, TPA verifies Contractor Employer has a permissible purpose under the FCRA for obtaining the information
- TPA performs background screen per BSC criteria
- Is background screen grade ‘00’?
  - No: TPA sends copy of report, with Pre-Adverse Action Letter to Contractor Employee and Contractor Employer, informing that the grade may restrict access to Owner sites with more stringent security requirements and informing Contractor Employee of their rights
  - Yes: TPA removes “provisional status” from background screen grade in their database, making it the final grade
  - Does Contractor Employee contact TPA to dispute report within 5 days?
    - No: TPA investigates and adjusts report if new information is found and sends Adverse Action Letter with final findings to Contractor Employer and Contractor Employee. If final grade is other than ‘00’ an Adverse Action Letter will be sent notifying Contractor Employer and Contractor Employee that the grade may restrict access to Owner sites with more stringent security requirements
    - Yes: TPA enters final background screen grade in their database overriding “provisional grade”

BSC PROGRAM LOOKUP APPLICATION
Application compares Owner’s maximum background screen grade to the background screen grade in the TPA’s database to determine “Active” or “inactive” status for the Owner’s site

Note: Background screen grades expire after two (2) years

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