

VERIFICATION OF FIVE YEARS OHIO RESIDENCY

Information/Explanation Form

The State of Ohio requires all employees working in direct contact with children (or who have the potential to be in contact with children) be background checked. The employer is responsible to see that all qualifying employees be check. Because of the nature of our youth oriented programs Marmon Valley Ministries and Marmon Valley Farm have determined that all employees will be checked regardless of the likelihood of their exposure to children. MVM and MVF require the prospective employee to comply with this background investigation but getting the appropriate check as indicated below. The cost of the check will be paid by the employee/prospective employee. The employer will not credit the employee or refund background check payment if the employee/potential employee is not selected for employment after the results have been received regardless of the reason for not hiring.

Determine which background check is right for you:

Ohio Web Scan	FBI Fingerprint Card
Employee is 18 or older. Those younger than 18 will not have a public record, and are therefore not required to have a fingerprinted background check completed. A Social Security Number background investigation may be ordered.	Employee is 18 or older. Those younger than 18 will not have a public record, and are therefore not required to have a fingerprinted background check completed. A Social Security Number background investigation may be ordered.
All employees who can verify Ohio residency for the past 5 years using ODJFS Verification Form. If you are from Ohio but were living in another state for school or work you do not qualify.	All employees who are not Ohio residents or who are from Ohio but have not lived in Ohio for all or part of the last 5 years.
Web Check is available in several locations throughout the state. Find a location near you on the Ohio Attorney General Website: http://www.ag.state.oh.us/business/fingerprint/data/index.asp	FBI Civilian Background checks are usually completed through a local sheriff office.

Completing the Verification of Five Years Ohio Residency Form:

You are required to document your residency in the state of Ohio for each year by one of the methods listed on the form. ODJFS accepts the following forms of verification:

Examples of items that ODJFS will accept:

- School records or transcripts, work records, tax records.
- Notarized statement from parent for person under 23 years of age without school or work records.
- Notarized statement from clergy, medical or other professional that can verify the person's residency in
- Ohio for five years.
- Signature and Title of Person Verifying Information

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Name of Applicant					
<p>Rule 5101:2-12-26 (centers) and Rules 5101:2-13-26 (type a homes) require the administrator of the child care center/type a home shall request a state record check for employees who provide proof of Ohio residency for the five year period preceding the request.</p>					
<p>Verification of proof of Ohio residency for five years:</p> <p>Attach a copy of each document cited below and submit to Marmon Valley, 7754 State Route 292, Zanesfield, OH 43360</p>					
Year Verified	20__	20__	20__	20__	20__
School Transcripts/Records					
Employment Records					
Tax Records					
Notarized Statement					
Other (Please Specify)					
<p>Examples of items that ODJFS will accept as verification:</p> <ul style="list-style-type: none"> • School records or transcripts, work records, tax records. • Notarized statement from parent for person under 23 years of age without school or work records. • Notarized statement from clergy, medical or other professional that can verify the person's residency in • Ohio for five years. • Signature and Title of Person Verifying Information 					

Signature/Title of Marmon Valley reviewing representative	Date
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