

# Living Independence Network Corporation

## NOTICE OF CONSUMER REPORT FOR EMPLOYMENT PURPOSES

NOTICE: Living Independence Network Corporation will obtain a consumer report in connection with your application for employment. If you are hired Living Independence Network Corporation will obtain consumer reports about you from time to time in connection with your promotion, reassignment, or retention as an employee.

Living Independence Network Corporation only requests the following information:

- Maine Driving and Accident Record
- Court Convictions
- Department of Health Human Services (DHHS) CPS Case Records

WE DO NOT REQUEST CREDIT REPORTS

*Living Independence Network Corporation*

**\*\*\* Please complete and return Pages 2 & 3 in this packet\*\*\***

**THANK YOU!!**

**AUTHORIZATION FOR EMPLOYMENT BACKGROUND CHECK, INCLUDING CONSUMER REPORTS**

I understand that in evaluating my application for employment, and as a condition of employment, Living Independence Network Corporation, in its sole discretion, may from time to time procure or have prepared consumer reports about me, specifically, but not limited to, criminal background checks, driving record reports and background checks with the Maine Department of Human Services. I consent to and hereby authorize the Employer to obtain consumer reports.

I also authorize Living Independence Network Corporation to procure an investigative consumer report, such as, but not limited to, a review of court records about me prepared by a private investigator, in connection with my application for employment and from time to time thereafter in connection with my employment, I understand that this report may contain information about my background, character, general reputation, mode of living, credit worthiness and employment performance. I also understand that, upon written request and within five (5) days after receipt of my request, I am entitled to complete and accurate disclosure concerning the nature and scope of this investigation.

In the event I am offered a paid position prior to the completion of the aforementioned reports, I realize that continued employment is contingent upon favorable results of such reports. Should unfavorable information be developed, I realize my position is subject to termination. I authorize all persons, schools, companies, corporations, law enforcement agencies and other government agencies to release information to Living Independence Network Corporation and to any investigator or agent hired by them, without restriction or qualification. This authorization includes, but is not limited to, matters of opinion relating to character, ability, reputation and past performance.

I acknowledge receipt of a copy of the Notice of Consumer Report for Employment Purposes attached.

PRINT NAME: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Drivers Lic. No.: \_\_\_\_\_ State: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LIST ADDRESSES IN STATES IN WHICH YOU HAVE PREVIOUSLY LIVED IN FOR THE LAST TEN YEARS:**

Street \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_

Street \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_

Street \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_

**PLEASE COMPLETE AND RETURN**



John Elias Baldacci  
Governor

Brenda Harvey  
Commissioner

MAINE DEPARTMENT OF HEALTH HUMAN SERVICES  
INITIAL RELEASE AUTHORIZATION FOR  
MAINE CHILD PROTECTIVE SERVICES CASE RECORDS RESEARCH

AGENCY ID # : 955

AGENCY NAME: Living Independence Network Corporation (LINC)

I, \_\_\_\_\_, authorize release of confidential information by  
(Please print clearly)  
the Maine Department of Health and Human Services, Office of Child and Family Services, regarding  
whether I have been involved in a substantiated Maine Child Protective Services case.

Enclosed is the \$15.00 fee authorized under P.L. 2003, C. 673, Part W, payable to the Treasurer, State of  
Maine.

PAID FOR BY LINC

I understand that:

- a. If this search shows that I have been involved in a substantiated child protective case, another release by me is required before the nature of my involvement will be disclosed to the agency/service provider identified below.
- b. This information will be used as part of the agency/service provider's assessment of my suitability to provide services for children, adults, and families for this agency.
- c. This information is subject to continuing confidentiality as provided by Maine statutes Title 22 §4008.

This consent will expire upon the release of the information as authorized.

This consent may be revoked by me in writing at any time, except for information that has already been released.

Agency/Provider to receive this information:  
Dawn Cummings  
Living Independence Network Corporation (LINC)  
PO Box 2047  
Norway, ME 04268

My date of birth: \_\_\_\_\_  
(Confidentiality laws prohibit providing information on individuals under 18.)

Other names I have been known by, including maiden name. \_\_\_\_\_

Signature (subject of records research)      Date \_\_\_\_\_

Address \_\_\_\_\_

This form should be completed by the individual who is the subject of the child protective records research request. This form should accompany the 083 Findings Form. Please include a self-addressed postage paid return envelope and a check/money order for the fee(s) of \$15.00 per person, payable to the Treasurer State of Maine. Please mail your requests to DHHS, Child Protective Intake, Records Research, SHS 11, 221 State Street, Augusta, ME 04333. For questions please call 1-800-452-1999 x2.

## A Summary of your Rights under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (“FCRA”) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (“CRA”). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§ 1681-1861u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error). The CRA must give you a written report of the investigation, and a copy of your report, if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently reviewed your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of information. If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old – ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.

- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violated the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA.

<b>FOR QUESTIONS OR CONCERNS REGARDING</b>	<b>PLEASE CONTACT</b>
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A”. appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally-chartered savings banks (word “Federal” or initials “F.S.B”. appear in federal institution’s name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306