



## **Community Behavioral Health: Provider Notice Employment Verification Requirement April 7, 2020**

In order to facilitate the hiring of key clinical positions during the current COVID-19 Emergency Declaration, Community Behavioral Health (CBH) is providing the following guidance regarding the verification of candidates' previous experience. When hiring or contracting, it is the responsibility of the provider to verify all required previous employment and to ensure that the candidate has the required experience for the position.

During the Emergency Declaration, providers should take the following steps:

1. Document attempts to verify all required previous experience with previous employers.
2. If not able to contact the previous employer due to the employer being closed secondary to COVID-19, use personal references to verify previous employment.
3. If neither of the above are available, all attempts should be documented. The provider will have the discretion to hire provisionally with a plan to obtain employment verifications within 60 days following the end of the Emergency Declaration.

Please direct any questions about this Notice to [CBH.ComplianceContact@phila.gov](mailto:CBH.ComplianceContact@phila.gov).