

**ILSP PARTICIPANT ACKNOWLEDGEMENT  
OF DIRECT-HIRE WORKER AND PROVIDER ELIGIBILITY FOR EMPLOYMENT**

**INSTRUCTIONS:** Completion of this form is an ILSP program requirement.  
Completed forms should be submitted to the ILSP third-party administrator.

**ILSP Program Policy:**

Direct-hire workers (DHWs) and providers are ineligible for employment through the ILSP program if they have been convicted of a serious crime, as defined in [Wis. Stat. § 50.065](#). This includes first or second-degree homicide, felony murder, assisting suicide, battery, physical abuse of an elder or child, abuse of individuals at risk, residents of penal facilities, neglect of patients or residents, or sexual assault.

DHS strongly recommends participants obtain a criminal and caregiver background check for all DHWs and individual providers before hire. Individual providers are professionals who are not associated with an agency.

An ILSP participant can opt to have the third-party administrator initiate a background check on a DHW or individual provider prior to hire. The cost of any background checks will not be deducted from the participant's ILSP budget.

If a background check reveals a conviction for a serious crime, the service will not be approved, and the participant and worker will be notified.

If a participant hires a DHW or individual provider who is ineligible for employment through the ILSP due their criminal record, the participant may be directly responsible for any payments to that worker.

Organizations are responsible for conducting background checks on their own staff. Participants are not able to request a background check for agency providers.

**Acknowledgement:**

By signing below, I acknowledge that I have reviewed and understand the ILSP program policy on eligibility for employment.

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**SIGNATURE** – Participant Employer/Guardian/POA

Date Signed

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Name – Participant Employer/Guardian/POA (Last, First, MI)

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