The **Eligibility Determination Complete** table should be regularly viewed and action taken on each application.

If action is not taken, the applicants are in jeopardy of having their eligibility statuses terminated and new background checks and fees will be required.

On your **Home** screen in the **At A Glance** table, click on the underlined number for **Eligibility Determination Complete**.

At a Glance

Applications	
Not Yet Submitted By Provider	39
Not Yet Submitted By Provider > 10 Days	39
Eligibility Determination In Process	157
Eligibility Determination Complete	13
Determination Available and Action Needed (over 10 days old)	13
Applications Submitted But Fingerprints Not Completed	90
Determination Not Eligible Currently Employed	0
Pending Payments	45

Clicking on the underlined number will bring you to the table of determinations for applications associated with your provider account.

Results

Locked	App # - Type	Provider	Last	First	SSN	Determination	Determination Date	Employment Status	Actions
	15795571	Tracey's Test Provider	Testing	Alpha	-6312	Eligible	09/02/2014	Hire	Close Without Hiring
	15795570	Rich Grayson Test Facility	Testing	Alpha	-6312	Eligible	09/02/2014	Hire	Close Without Hiring
	8▮▮▮	▮▮▮▮▮	▮▮	N▮▮▮	-▮▮▮	Eligible	▮▮▮▮▮	Permanent Employee	Close

You **must** take one of the following actions:

- If you have a 'Hire' button and wish to have this individual has a permanent employee, click Hire, enter the hire date, and click 'save' to save your hiring action.
- If you do not wish to hire the individual, click the 'close without hiring' button and click 'Yes' in the pop up box. The individual will no longer be associated with your provider.
- If you previously hired the individual as a provisional employee and the final determination is Eligible, they will show as a Permanent Employee on this list. You MUST click the Close button to close the application process. Clicking the Close button does not close your association with the individual. You will find them listed as a permanent employee on your employee tab links.

- If an individual is listed as a Permanent Employee on this list but you no longer employ the individual, Close the application by clicking the Close button. Then, you must go to your Employee Tab, click the Roster link and Terminate the individual under the Action Column.

If you have any questions regarding these processes, please contact the Background Check Program at BCUnit@alaska.gov. You may also go to your NABCS Home screen and click on the Help link for additional help documents. If you have programmatic questions such as who might need a background check, please contact your Division Oversight Agency contact. You will find a list of agency contacts under the Help link on your NABCS Home screen.