**Tennessee Department of Intellectual and Developmental Disabilities**

**Policy 30.1.6 Exemption Process**

**Provider Checklist for Completing Exemption Request Form DIDD-0589**

This checklist is being provided to assist providers in submitting exemption request packets.

**All Exemption Requests**

* Is the current version of the Exemption Form DIDD-0598 used?
* Is the form addressed to the appropriate regional office?
* Are all fields on the Exemption Form filled out? (Supply either the requested information or N/A.)
* Is the Exemption request for something which an exemption can be granted i.e. not a prohibited exemption?

**Background Check Policy Exemptions**

* Is the prospective employee’s name included on the Exemption Form?
* Include a current background check (performed within 30 days).
* Are disposition(s) of conviction(s) provided, either on the background check or other supporting documentation?
* Attach a written statement from the prospective employee, explaining the circumstances around any charges/convictions. Please note that failure to include this statement may delay the exemption review and disposition process.