

CARI Check Instructions

All Self-Directed Employees and Direct Care staff are required to comply with a check of the Child Abuse Registration Information (CARI) system as part of the pre-employment background check process. This is required by the Department of Human Services (DHS) and the Division of Developmental Disabilities (DDD) regardless of the age of the consumer receiving services. As of July 1, 2019, the only way to complete this process is through completing an online CARI application. Paper applications will no longer be accepted after that date.

To complete this check, you will be sent an email with a link to the required application. This email will come from support@njportal.com and will have a subject heading of "Invitation to Complete DCF CARI Consent Form."

Click on the link and complete the form in its entirety and click on the submit button. To complete the form, you will need the following information in addition to your basic personal information:

- A complete list of your children and their dates of birth (if applicable)
- A complete address history dating to 1980 (if more than one address since that time)

Please note, you can only use this link once and must complete and submit the form within your browser session or you will lose all the information entered. Should this happen, you will need to request a new invitation be sent to you.

This form must be completed within 10 days and the link will expire after 14 days.

Should you have any questions, or if you need a new invitation emailed to you, please contact Customer Service at 1-800-471-3086 or via email at AWCENROLLMENT@nj.easterseals.com.

If you do not have email, please speak with an HR representative to discuss the next steps to ensure compliance with this requirement.