



Level 2 Background Screening

1. Level 2 Background Screening Is the correct employee listed on the Level 2 print out?
2. Level 2 Background Screening 01 (LSF Health Systems Standard Contract, 36.k.i.) Has the provider completed an employment history check for person required to be screened?
3. Level 2 Background Screening 02 (110.1127, F.S. and CFOP 60-25, Chapter 2) Does the employee have a clearance letter or clearinghouse printout reflecting level 2 clearance for DCF Mental Health and/or DCF Substance Abuse (clearance designation depends on which funding NSP receives from LSF)? (If cleared for MH, they are cleared for SA, but not the other way around)
4. Level 2 Background Screening 03 (435, F.S. and CFOP 60-25 Chapter 2) Is the most recent criminal history report (Rap Sheet), state or federal, no more than 60 days old at the time of the hiring package submittal to Human Resources? (The answer is "No" if the Rap Sheet is more than 60 days old from hiring date or if it is not attached to their Level 2 printout in their personnel chart.)
5. Level 2 Background Screening 04 (110.1127, F.S. and CFOP 60-25, Chapter 2) Has the employee attested to meeting the requirements for qualifying for employment, and agreeing to informing employer immediately if convicted of disqualifying offenses, using form CF 1649? NOTE: Beginning September 2022, provider must use Affidavit of Good Moral Character form revised 4/2021 (Affidavit of Good Moral Character)
6. Level 2 Background Screening 05 (110.1127, F.S. and CFOP 60-25, Chapter 2) Is attestation (Affidavit of Good Moral Character) notarized?
7. Level 2 Background Screening 06 (409.1757, F.S.) For Employees Already Screened with Less than 90 Day Break in Service - Does the employee attest to prior completion of fingerprinting or screening? Note this applies only to screening required by chapters 393, 394, 397, 402, 409, 1012, and section 943.13. (Attestation for Employees Already Screened with Less than 90 Day Break in service.)
8. Level 2 Background Screening 07 (409.1757, F.S.) For Employees Already Screened with Less than 90 Day Break in Service - Does the employee attest to not being unemployed more than 90 days since the position that required screening? (Attestation for Employees Already Screened with Less than 90 Day Break in service)
9. Level 2 Background Screening 08 (409.1757, F.S.) For Employees Already Screened with Less than 90 Day Break in Service - Does the employee attest to compliance with the standards for good moral character? (Affidavit of Good Moral Character) (Attestation for Employees Already Screened with Less than 90 Day Break in service)
10. Level 2 Background Screening 09 (409.1757, F.S.) For Employees Already Screened with Less than 90 Day Break in Service - Was the attestation (Affidavit of Good Moral Character) notarized? (Attestation for Employees Already Screened with Less than 90 Day Break in service)
11. Level 2 Background Screening 10 (110.1127, F.S. and CFOP 60-25, Chapter 2) Was the employee not hired until after screening was successfully completed OR until after an exemption was granted? (Note: effective for employees hired April 6, 2012 or later, employee may be hired as a trainee with no direct contact with clients.)



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12. Level 2 Background Screening 11 (435.06(2)(b), F.S.) If the employee has been arrested for a disqualifying offense since being hired, did the employer remove the employee from DCF/LSFHS contract duties until the arrest is resolved? N/A if clean.

13. Level 2 Background Screening 12 (435.06(2)(c), F.S.) Did the employer terminate an employee who can no longer pass screening, unless the employee is granted an exemption from disqualification pursuant to s. 435.07.? N/A if clean.

14. Level 2 Background Screening 13 (110.1127, F.S. and CFOP 60-25, Chapter 2) Has the employee been initially screened or re-screened at least once in the past five years using Level 2 standards?