



## Employee Notice

As part of the hiring protocol, Newmeadow is required by the NYS Office of Children and Family Services to process the clearances and background checks listed below.

1. NYS Department of Children and Family Services fingerprinting
2. Employee completion of Criminal Conviction Statement
3. NYS Justice Center Vulnerable Persons Central Register (VPCR) Staff Exclusion List
4. NYS Department of Children and Family Services Statewide Central Register Database Check

Newmeadow is also required for Federal Program Certifications, including but not limited to school district contracts for the Individuals with Disabilities Education Act (IDEA) Federal Flow-through Grant Funds, to assure employees are not excluded from participation in a Federal program. Newmeadow contracts with Kchecks to provide this assurance. These exclusion lists are checked monthly.

1. U.S. General Service Administration - List of Parties Excluded from Federal Programs  
[www.sam.gov](http://www.sam.gov)
2. NYS Health and Human Services/Office of the Inspector General – List of Excluded Individuals/Entities <http://exclusions.oig.hhs.gov>
3. NYS Department of Health – Providers Not Allowed to Order/Bill  
[www.omig.lny.gov/index.php/fraud/medicaid-exclusions](http://www.omig.lny.gov/index.php/fraud/medicaid-exclusions)

Your signature at the bottom of this notice indicates you have received this notice, reviewed the information contained in the notice, and have been offered the opportunity for questions related to this information.

Employee name (printed)\_\_\_\_\_

Employee signature\_\_\_\_\_

Date\_\_\_\_\_