

## I. Purpose

Under Federal law, entities that participate in federal health care programs (including Medicaid), are prohibited from entering into or maintaining certain relationships with individuals or entities that have been excluded from participation in such programs. This policy sets forth procedures intended to ensure that the Johnson City Central School District does not hire or contract with any individual or entity that is currently excluded, debarred, or otherwise ineligible to participate in the federal health care programs, or anyone who has been convicted of a criminal offense related to the provision of health care items or services.

## II. Policy

It is the policy of the Johnson City Central School District to make reasonable inquiry into the background of prospective and current employees, contractors and vendors to determine whether such individuals or entities have been excluded from participation in the federal health care programs. Such inquiry will include initial and annual screenings. If the district determines that any individual or entity is excluded from participation in federal health care programs, the district will contact legal counsel to determine the appropriate course of action, which will likely include a termination of the employment or contractual relationship.

## III. Definitions

For purposes of this policy, an "Ineligible Person" means any individual or entity who:

- (a) is currently excluded, debarred, or otherwise ineligible to participate in the federal health care programs; or
- (b) has been convicted of a criminal offense related to the provision of health care items or services and has not yet been excluded, debarred, or otherwise declared ineligible.

## IV. Procedure

The Johnson City Central School District will adhere to the following procedures:

### A. Employee Screening

#### 1) Screening Prior to Hire

Prior to the hiring of any Johnson City Central School District employee, the district designee shall screen the potential employee by:

- (i) Requiring the potential employee to disclose whether they are an Ineligible Person; and
- (ii) Reviewing the United States General Services Administration List of Parties Excluded from Federal Programs ("GSA Exclusion List") and the United States Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities ("OIG Exclusion List").

If a potential employee is determined to be an Ineligible Person, the individual will no longer be eligible for hire.

## 2. Screening of Current Employees

All district employees are required to sign the "Employee Certification of Status Form" (6685.1-E.1) certifying that the employee has not been excluded, has no knowledge of an impending exclusion, and agreeing to notify the district designee if they should become aware of their potential exclusion.

## 3. Annual Screening

Annually, the district designee shall screen all current employees to verify that they have not been excluded from participation in federal health care programs by comparing a list of current employees with the GSA Exclusion List and the OIG Exclusion List. If the district designee identifies that a current employee is an Ineligible Person in the annual screening process, the district designee shall immediately notify the Superintendent and the district's legal counsel for advice and direction on proceeding with an appropriate course of action.

## B. Vendor/Contractor Screening

### 1) Screening prior to contracting for services

Prior to the district's entering into a contract or other arrangement for services, the district designee shall screen the potential vendor/contractor by:

- (i) Requiring the vendor/contractor to disclose whether they are an Ineligible Person; and
- (ii) Reviewing the GSA Exclusion List and the OIG Exclusion List.

If a potential vendor/contractor is determined to be an Ineligible Person, the individual or entity will no longer be eligible to provide services to the district.

### 2) Screening of Current Contractors/Vendors

All contractors/vendors providing services to the district are required to sign the "Contractor/Vendor Certification of Status Form" (6685.1-E.2) certifying that the contractor/vendor has not been excluded, has no knowledge of an impending exclusion, and agreeing to notify the district designee if they should become aware of their potential exclusion.

### 3) Annual Screening

Upon the effective date of this policy, and annually thereafter, the district designee shall screen all vendors/contractors providing services to the district to verify that they have not been excluded from participation in federal health care programs by comparing a list of current vendors/contractors with the GSA Exclusion List and the OIG Exclusion List.

If the district designee identifies that a current vendor/contractor is an Ineligible Person in the annual screening process, the district designee shall immediately notify the Superintendent and the district's legal counsel for advice and direction on proceeding with an appropriate course of action.

C. Annual Reports

The Superintendent may request annual reports from the district designee regarding the screening activities and may audit the district designee's files, as necessary.