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## MEMORANDUM

TO: Area Agency on Aging Executive Directors  
**Notice #:072011-1-I-LA**

FROM: Charles T. Corley, Secretary

DATE: December 13, 2011

SUBJECT: Notice of Instruction: Background Screening  
Affidavit of Good Moral Character Effective August 1, 2011

In an effort to streamline our background screening process, the Department has revised its internal procedures and several forms. The main change affecting Area Agencies on Aging and subcontractors in the aging network involves the Affidavit of Good Moral Character form (attached as DOEA Form 231). The new form is intended to be less confusing to applicants and is now required to be submitted to the Department at the beginning of the background screening process, at the same time the Appointment Form is provided. ***The new Affidavit is effective on August 1, 2011. Any previous versions of the Affidavit will not be accepted after that date.*** The form is also available at: <http://elderaffairs.state.fl.us/english/backgroundscreening.php>.

An additional form that has been revised is the Application for Exemption From Disqualification (attached as DOEA Form 232). This document is an internal Department form that will be sent only to those applicants who are eligible to apply for an exemption from a disqualifying offense that was revealed from the background screen. It attempts to elicit the type of evidence that is pertinent to a determination of rehabilitation in accordance with section 435.07(3), Florida Statutes. This form is provided to you so that you may be familiar with it in the instance that you have any individuals applying for an exemption. Applicants are directed to contact Tom Jones, Assistant General Counsel for Background Screening, at 850-414-2625 with any questions on completing the exemption application.

The following is a summary of the changes:

- Revised Affidavit of Good Moral Character
  - must be submitted to the Department with the Appointment Form
  - employer does not sign or initial the Affidavit
  - advises the applicant of the importance of disclosing disqualifying offenses
- Revised Application for Exemption From Disqualification
  - sent by the Department only to eligible applicants
  - a majority of the evidence considered when making a determination to grant an exemption is provided by the applicant when completing the form

Thank you for your continued cooperation in background screening matters. Please contact your contract manager if you have any questions.