



### Staff File Checklist (Family Child Care Homes)

Name \_\_\_\_\_

Position \_\_\_\_\_ Date of Employment \_\_\_\_\_

\_\_\_\_\_ Employment Application with required statement pursuant to 402.3055(1)(b), F.S.  
(The child care facility employer shall require that the application for a child care personnel position contain a question that specifically asks the applicant if he or she has ever worked in a facility that has had a license denied, revoked or suspended in any state of jurisdiction or has been the subject of a disciplinary action or been fined while employed in a child care facility)

\_\_\_\_\_ #6 – Personnel Record

\_\_\_\_\_ Attestation of Good Moral Character

\_\_\_\_\_ Clearinghouse Eligibility Letter

\_\_\_\_\_ Background Screening and Personnel File Requirements, DCF Form 5131  
Five Year Employment History (5131 form Personnel form page 2)  
(The employer/owner/operator must conduct employment history checks, including documented attempts to contact each employer that employed the individual within the proceeding five years and documentation of the findings. Documentation must include the applicant's job title and description his/her regular duties, confirmation of employment dates, and level of job performance)

\_\_\_\_\_ Child Abuse & Neglect Reporting Requirements, DCF Form 5337 (updated annually)

\_\_\_\_\_ #8 - Physician's Statement of Good Health for Child Care Personnel

\_\_\_\_\_ Safe Sleep Environment Training (updated every 2 years)

\_\_\_\_\_ Signed Discipline and Expulsion Policy

\_\_\_\_\_ Staff Credential Verification (if Large)

\_\_\_\_\_ DCF Training Transcript

\_\_\_\_\_ Child Care In-Service Training Record, DCF Form 5268

\_\_\_\_\_ Fire Extinguisher Training

\_\_\_\_\_ First Aid/CPR Certification

\_\_\_\_\_ Bus/Van Drivers-copy of driver's license (if applicable)

\_\_\_\_\_ Bus/Van Drivers-annual physical granting medical approval to drive (if applicable)

\_\_\_\_\_ Transportation Safety Training (if applicable)

\_\_\_\_\_ Blood Borne Pathogens/Universal Precautions Training

\_\_\_\_\_ Medication Administration Training