

All interns admitted to the Sodexo Dietetic Internships will obtain a criminal background check through Sodexo Corporate security. Background Checks will include:

- Social Security number verification;
- Seven Year Multi-County or Statewide Felony and Related Misdemeanor Criminal Record search; and Violent Sexual Offender and Predatory Register search; and
- HHS/OIG List of Excluded Individuals/Entities – GSA List of Parties Excluded from Federal Programs

Once the interns are matched to a Sodexo Dietetic Internship, the Program Director will send a copy of the request form with the initial acceptance letter and ask interns to complete forms and return them to the program director. Interns will be billed for the cost of the background check at a later date. Most checks average about \$60, but will vary depending on the state, number of states on the list and number of names.

Background checks will be conducted for all addresses in the past 7 years. If an intern has changed names or has a hyphenated name, a check needs to be conducted for each name.

Corporate Security will forward the results of the background check and charges to the Program Director. The Program Director will then forward the results including the cost for the background check to the interns. Interns should write a check payable to Sodexo Health Care Services in the amount specified by corporate security.