



Child Care Personnel Background Screening

Prior to caring for and interacting with your child, all potential child care personnel entering your child's classroom must complete the background screening process. This ensures that the caregivers and employees within your child's program are safe individuals and are able to lawfully care for and be entrusted with and around your child.

WHO is Subject to Screening?



- **Licensed Child Care Facilities:**

- ◇ **Owner**
- ◇ **Director**
- ◇ **Employees Working While Children On-site**

Ex: Teachers, Aides, Substitutes, Cooks, Transportation Staff, Janitorial Staff & Administrative Staff

- ◇ **Volunteers Working 10 Hours or More Per Month**

Volunteers who work under 10 hours would need to sign a Volunteer Acknowledgement Form (*CF-FSP Form 5217*) kept at the facility. These persons shall be under constant supervision of trained staff while interacting with children and NEVER left alone or in charge of children.

- ◇ **Household Members (if facility is located in or adjacent to the home)**

All persons 12 years of age or older residing in the home, including family, extended family and non family members such as long-term visitors, live-in paramours, housemates, etc., that reside within the home for four weeks or more.

- ◇ **Child Enrichment Service Providers**

Any individual providing enrichment activities that are not part of the regular program within your child's facility., e.g., Language Trainers, Music or Educational Instructors, Individualized Child Services, etc.

- **Family Day Care Homes (Licensed, Registered, or Large):**

- ◇ **Operator**
- ◇ **All Employees & Substitutes**
- ◇ **Household Members (see above)**

- **After School, Religious Exempt Programs & Nonpublic Schools:**

All Personnel must adhere to the Level 2 Background Screening requirements.

WHAT is a Background Screening?

The Background Screening Process consists of several components:

Level 2 Background Screening

Conducted through the **AHCA Background Screening Clearinghouse**, this fingerprint-based screen goes through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI) producing the individual's criminal arrest history (*if any*) within the state of Florida and nationally. The Department of Children and Families (DCF) Background Screening Unit reviews the criminal arrest history against Florida Statutes ensuring the individual screened does not have any history that would be deemed disqualifying pursuant to [s. 435.04, F.S.](#) The Background Screening Unit then makes a determination of "eligible" or "not eligible" for employment based on this history. **If an individual is deemed "not eligible" for employment based on this review, that individual would not be eligible for hire at your child's program.**



Child Abuse & Neglect History search

A search is conducted through the Florida Safe Families Network (FSFN) to review an individual's prior child abuse and neglect history in Florida*. Your child's program is then notified of the findings and can be used at their discretion to make hiring decisions.

Sex Offender Registry search

Searches of the Florida & National Sex Offender Registries* are conducted through the FDLE and the FBI. Any individual flagged as being on such registry is **NOT** eligible for employment within your child's program.

ADDITIONAL NOTE: Rescreenings of the above three items are required every five years for all individuals subject to screening.

Attestation of Good Moral Character

This form serves as an attestation by the individual that they meet the moral requirements for employment within your child's program. This form outlines s. 435.04, F.S. for the individual and asks them to indicate if they have ever been found guilty (regardless of adjudication) of any of the disqualifying offenses listed. Every individual must complete this form prior to employment, volunteering or entrance into a facility while children are present.

Previous Employment History check

Every individual seeking employment within your child's program must provide their previous five years of employment prior to employment. Their history is validated by the director/operator to ensure of the potential employee's work ethic and experience.

***If a potential employee of your child's program has lived in another state within the past five years, searches (*both Child Abuse & Neglect Registry and State Sex Offender Registry*) are conducted by your child's program for all prior states.**