**Updated Background Screening Process**

Instructions for Child Care Owner/Operator/Employers are outlined below.

More details and links to instructions for each step are available online at [www.myflfamilies.com/backgroundscreening](http://www.myflfamilies.com/backgroundscreening).

1. Complete a search for the individual in the Background Screening [**Clearinghouse**.](http://www.dcf.state.fl.us/programs/backgroundscreening/clearinghouse/)
   1. For individuals who are already in the Clearinghouse:
      1. If the individual’s status is “*DCF Child Care Eligible”* – add individual to roster and proceed to steps 2 - 5.
      2. If the Clearinghouse indicates an “*Agency Review” is required* – select “Initiate Agency Review” (no cost)
      3. If the individual has had a break in service for more than 90 days or needs to be rescreened by May 2017 – select “Initiate Resubmission”
   2. For individuals who are not in the Clearinghouse:
      1. Select “Initiate Screening.”
      2. Schedule a fingerprinting through a Clearinghouse-compatible Live Scan Vendor.
2. Check [**criminal records**](http://www.dcf.state.fl.us/programs/backgroundscreening/docs/Criminal%20History%20By%20State.pdf) for every state the individual has lived outside of Florida in the last five years. Forward results to the DCF Background Screening Unit for review.
3. Check [**child abuse and neglect registry**](http://www.dcf.state.fl.us/programs/backgroundscreening/docs/Abuse%20Registry%20Check%20Contacts%20by%20State.pdf) for every state outside of Florida the individual has lived in for the last five years.
4. Check [**sexual offender/predator registry**](http://offender.fdle.state.fl.us/offender/Registries.jsp) for every state outside of Florida the individual has lived in for the last five years.
5. Check **employment history**with each employer for whom the individual has worked in the last five years. Try at least three times to contact the employer, and keep records of these contacts for your files.

***Pending Results from Out-of-State Records –*** While you are waiting for the out of state results, if the individual meets the Florida Level 2 screening requirements, DCF may grant provisional hiring status for 45 days while the out-of-state check is pending. During provisional employment, the individual must be in the line of sight of an employee who has already met all screening/training requirements.

1. DCF’s Background Screening Unit will issue an eligible or non-eligible result for employment through the Clearinghouse upon completion of searches and results from other states, if applicable.

**Note: Keep a copy, on-site at the child care program, of documentation of all elements in the process in the individual’s personnel file for review by the licensing authority.**

Background Screening Help Desk 1-888-352-2842

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