



Background Screening Clearinghouse Requirements for Summer Camps

Florida Law requires all summer camp owners, operators, employees and volunteers that assist more than 10 hours per month comply with Level 2 Background Screening. Although summer camps are exempt from licensure, the Department of Children and Families is responsible for ensuring the background screening requirements are met.

- **CLEARINGHOUSE SUMMER CAMP ORI #EDCFSC30Z**
- **MASTERPIECE GARDENS FAMILY CONFERENCE CENTER OCA #14530442Z**
- You can find LiveScan Vendors and other helpful information on the following website:

<http://flhealthsource.gov/bgs-providers>

The Department of Children and Families is one of seven state agencies that will join the *new statewide screening database*, "**The Clearinghouse**." The purpose of the Clearinghouse is to provide a single data source for background screening results for persons screened for employment or licensure that provide services to children, the elderly and disabled individuals. The Clearinghouse will allow the results of criminal history checks to be shared among specific agencies when a person has applied to volunteer, be employed, be licensed (including foster parents), or enter into a contract that requires a state and national fingerprint-based criminal history check. The Clearinghouse will provide numerous benefits to providers, including reduced costs and more up to date information. The Clearinghouse will allow the results of criminal history checks to be shared among specified state agencies, thereby reducing duplicative screenings for individuals requiring screening across multiple state agencies.



Who qualifies as a 'care provider' under the Clearinghouse?

A person has applied to volunteer, obtain employment or licensure, or enter into a contract that requires a state and national fingerprint-based criminal history check (Section 435.12, F.S.) with a program regulated by one of the State agencies participating in the Clearinghouse.

A person must complete the following for a Clearinghouse screening:

- Undergo Level 2 screening and have fingerprints retained by FDLE, and (done by FDLE)
- Have a photograph taken at the time of screening, and (done by the live scan vendor)
- Sign a privacy policy (done by the provider)

<http://www.dcf.state.fl.us/programs/backgroundscreening/clearinghouse/faqs.shtml>

Background Screening

Frequently Asked Questions Specific to Summer Camps

✓ **What constitutes a summer camp?**

"Summer day camps" and "Summer 24-hour camps" are defined in Section 409.175 F.S. "Summer day camps" are recreational, educational, and other enrichment programs operated during summer vacations for children who are 5 years of age on or before September 1 and older. "Summer 24-hour camps" are recreational, educational, and other enrichment programs operated on a 24-hour basis during summer vacations for children who are 5 years of age on or before September 1 and older, that are not exclusively educational.

✓ **Who has to be screened?**

Personnel for the purposes of screening for summer day camps and summer 24-hour camps includes owners, operators, employees, and volunteers working in summer day camps and summer 24-hour camps providing care for children. Volunteers who assist on an intermittent basis for less than 10 hours per month do not need to be screened if a person who meets the screening requirement is always present and has the volunteer in his or her line of sight.

✓ **How are international counselors background screened?**

They must complete a Level 2 Background Screening upon arriving in Florida. Although not required by law, a background check from their home country should be requested. Most organizations that assist with identifying international counselors do provide a background check.

✓ **Are employees or volunteers under the age of 18 required to be fingerprinted?**

Yes. There are no exclusions under the statute for those under age 18 from being fingerprinted.

✓ **Is there any limit on how far in advance you can screen?**

No earlier than 60 days before beginning employment.

✓ **How often do they have to be screened?**

Section 409.1757 F.S. outlines when persons are not required to be re-fingerprinted or re-screened. If an employee or applicant has been fingerprinted or screened as required in chapter 393, 394, 397, 402, and 409, or teachers pursuant to chapter 1012, who have not been unemployed for more than 90 days and attest to the completion of the fingerprinting and compliance with the standards related to good moral character.

✓ **What are ORI and OCA numbers? What is the process to get an agency ORI Code and OCA Code and how long does that take?**



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The ORI number (Originating Agency Identifier). This number is provided by FDLE and identifies the agency requesting the criminal history check and for what purpose. **CLEARINGHOUSE SUMMER CAMP ORI #EDCFSC30Z.**
The OCA (Controlling Agency Identifier). This number is provided by DCF and identifies the provider requesting the background check. **MASTERPIECE GARDENS FAMILY CONFERENCE CENTER OCA #14530442Z.**

Without the ORI number and the OCA number, FDLE cannot process the request and the DCF will not know where the screening results are to be sent.

✓ **What if we have already done the VECHS check – is this sufficient?**

No. DCF is responsible for ensuring persons working in summer camps meet the requirements for background screening.

✓ **Who will be enforcing this? Can we expect to be monitored or inspected, or will this happen when a complaint is lodged against a program?**

DCF has the authority to ensure compliance. Currently, summer camps are only monitored when a complaint has been made related to noncompliance with background screening. However, we are reviewing the requirements and more information related to enforcement will be released in the near future.

✓ **Why isn't there a state database where I can verify if someone has already been checked?**

Currently, there are limitations on sharing information between agencies. Agencies work together and when possible, the DCF will accept Level 2 Letters of Clearance completed by other entities such as school boards, the Agency for Health Care Administration and the Department of Health.

✓ **Is all necessary information collected with the fingerprint, or are there other forms that have to be completed and retained by us, or returned to DCF?**

For completion of the Level 2 Background Screening, the information provided to the Live Scan Vendor is sufficient. Additional information from the applicant may be required if a criminal history is noted.

The above information was obtained from the screening website: http://www.dcf.state.fl.us/programs/backgroundscreening/camps_faqs.shtml

Pen Florida Youth Ministries Additional Camp Background Information

1. **THIS IS AN ACTIVE LAW** 409.175:
http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0409/Sections/0409.175.html
2. If your church has a current Live Scan (**not** a VECHS check) we can accept that report.
3. The scan MUST be LEVEL 2. If you have a preschool or K-12 school you quite possibly have a LEVEL 2 scan.
4. The registration cost for camp staff is not connected to the cost associated with the Live Scan.
5. Please understand that this only adds to the security of our camp and benefits the church.