



State of Florida
Department of Children and Families

Charlie Crist
Governor

George H. Sheldon
Secretary

July 30, 2010

Dear Provider:

Beginning August 1, 2010 the new law will require background screening of job applicants, employees and volunteers who come in contact with children, the developmentally disabled and vulnerable adults.

The most significant change in the law for our providers is that applicants will not be allowed to begin work in positions of special trust or responsibility until they are cleared for employment by a complete background screen, to include a fingerprint-based search of criminal records in Florida and nationally.

In order to meet the needs of our providers, the Department strongly recommends applicants to complete their background screen using Live Scan fingerprint technology as opposed to hard card submissions. Live Scan allows for electronic submission of fingerprint screens. Live Scan results can be received by our background screeners in as little as 24 to 48 hours. This is in comparison to hard card fingerprint submission where results can take up to 4 to 6 weeks.

The Department will post a list of private live scan vendors operating around the state to our background screening website (referenced below). The information may include their location, hours of operation and cost. Each provider is encouraged to access this list to determine the most appropriate vendor to use. However, providers are not required to only use those vendors listed.

In order to make this a seamless transition, each provider must ensure they are prepared for and ready to access and use Live Scan technology.

The process is being streamlined to provide easier access to Live Scan technology for you and your potential employees. **Registration with the Florida Department of Law Enforcement using the Civil Workflow Control System (CWCS) registration form is no longer required.** This registration was previously required as a result of the Department receiving certain records and the provider receiving others. Within the next 30 days this will be automated, and therefore no longer necessary.

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Providers should follow the steps below to ensure they meet the requirements to use Live Scan. Contact the Department background screening office in your area to:

- Ensure you have been provided the Department **Originating Agency Identifier (ORI)**
- Also, you must have the Department Live Scan or electronic **Originating Agency Case Number (OCA)**.
- Provide a valid email address to your local DCF Background Screening Office upon requesting a Live Scan OCA. The email provided will be the email address the Department screening unit will send automated "eligible" determination letters for applicants with cleared results.
- The correct ORI and the OCA numbers must be provided to the Live Scan vendor to ensure the results are routed to the Department and the requesting provider. To decrease routing errors and delays, a Live Scan Background Screening Submission Form has been developed for your use to be provided to the Live Scan vendor. This form can be found on the background screening website and is also attached. Additionally, you may contact your local Background Screening Office to obtain additional forms.

Finally, providers will continue receiving Florida only_criminal records results. However, for purposes of determining eligibility as required by law, all Live Scan results will be reviewed by the Department's background screening staff who shall determine eligibility.

I encourage you to visit the Department's background screening website to help answer any additional questions you may have about the changes that take effect August 1, 2010. Please visit the web at: www.dcfbackgroundscreening.com .

Sincerely,



Barbara Palmer
Assistant Secretary for Administration