



Human Services Department
Community Partnerships Division
Child Care Licensing & Enforcement Section
115 S Andrews Avenue, Room 119 • Fort Lauderdale, Florida 33301 • 954-357-4800

IMPORTANT NOTICE: CRIMINAL BACKGROUND SCREENING REQUIREMENTS FOR CHILD CARE PERSONNEL

May 16, 2016

Re: PROVIDER REGISTRATION for Florida's Background Screening Clearinghouse pursuant to Section 435.12, Florida Statutes, through the Florida Department of Children and Families (DCF)

Dear Broward County Childcare Provider:

Effective July 1, 2016, pursuant to Section 402.302(15), Florida Statutes, as amended by Chapter 2016-238, Laws of Florida, **all** Level 2 criminal background screenings for **new childcare personnel** and required **five year re-screening** for existing childcare personnel **MUST** be completed via the Care Provider Background Screening Clearinghouse or "Clearinghouse".

All criminal background screening clearances completed prior to July 1, 2016, via the Clearinghouse **will** be accepted by Broward County Child Care Licensing and Enforcement (CCLE). Please note, at this time, CCLE continues to require a local criminal background screening as a part of the Level 2 screening process.

To assist with new background screening requirements, CCLE is working with the Department of Children and Families (DCF) to help facilitate this change to ensure child care providers and personnel in the county meet the new law requirements.

DCF is in the process of assigning Licensed and Registered Broward County Childcare Providers (Childcare Facilities, Family Childcare Homes, Large Family Childcare Homes, and Religious Exempt Childcare providers) an agency identifier (ORI) and facility identifier (OCA) number. These identifiers are needed for screening and receiving results from the Clearinghouse.

Once DCF assigns the ORI and OCA number to child care providers, DCF will send an email to the child care provider with the assigned ORI and OCA information specific to their program. Additionally the email will include instructions for completing the registration and to begin processing background screenings through the Clearinghouse. Following the instructions outlined in the email will allow the child care provider to register and complete screenings in the Clearinghouse. **Registration for the Clearinghouse Results Portal is FREE.**

If a child care program has not received an email from DCF by June 1, 2016, please email DCF at background.screening@myflfamililes.com and include the following information about the child care program:

1. **Name of Child Care Program**
2. **Physical and Mailing Address for Program**
3. **Email address for the program for the receipt of Background Screening Communication**
4. **Name of the Owner, Operator and/or Director**
5. **Telephone number for the program**
6. **Broward County Licensing Identification Number**



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DCF will assign an ORI and OCA number for the program, and send an email with the information and instructions with the next steps for registration and completing screenings in the Clearinghouse.

Please see the enclosed helpful guide on information about the Background Screening Clearinghouse. Additionally, instructions on how to register with the Background Screening Clearinghouse are available at <http://www.dcf.state.fl.us/programs/backgroundscreening/clearinghouse>.

On June 15, 2016, CCLE and DCF will host a series of community meetings for Broward Childcare Providers to discuss Criminal Background Screening requirements and other new requirements related to federal regulations. An invitation will be forthcoming and will also be posted on the CCLE web page at <http://www.broward.org/HumanServices/CommunityPartnerships/ChildcareLicensingEnforcement/Pages/Default.aspx>. The CCLE Website can also be accessed by <http://childcare.broward.org>.

Please feel free to contact CCLE at 954-357-4800 if you have any additional questions.

Respectfully,


Deborah Meidinger Hosey
Human Services Manager