



USF Summer Programs Background Clearances

Florida Law requires that all personnel involved in “Summer Camps” (also referred to as “programs”) for children or disabled adults be screened and re-screened annually through the Florida Department of Children and Families *Care Provider Background Screening Clearinghouse* (DCF Clearinghouse). The definition of “Summer Camp” is very broad: “recreational, educational and other enrichment programs operated during summer vacations for children” (under 18). This broad definition obviously encompasses many of the summer programs conducted by USF.

- All USF Summer Programs involving children must register their program with USF Innovative Education. (Administrative Summer Camp link): <https://ined.usf.edu/summer-camp-registration>.
- All Summer Program personnel must be cleared through DCF - no exceptions are made for volunteers.
- All USF Summer Program DCF clearances must be obtained through USF Human Resources and are initiated through the *USF Summer Program DCF Clearance Request Form* found here: <http://www.usf.edu/audit-compliance/documents/2017-summer-program-background-check-request-form-fillable.pdf>. A separate form must be submitted for each Summer Program and should be sent to USF HR at HR-BGroundCK@usf.edu. All request forms should be submitted at least **45 days prior to the beginning of the Summer Program** to ensure adequate processing time.
- For Summer Program personnel who have not been previously screened through DCF, USF HR will contact program personnel directly to schedule fingerprinting and a photograph at USF HR for transmission to DCF. Other forms required by DCF will also be filled out at that time. Personnel who have previously undergone DCF screening (within the last 5 years) will be re-screened where required by DCF; however, fingerprints/photos should not be necessary. Cost for initial screening is normally around \$48, and re-screening at \$12. These costs are set by the FDLE and the FBI and are subject to change.
- Upon receiving screening results from DCF, USF HR will notify the Summer Program Director whether personnel are cleared to work the Summer Program. Clearance determinations are made by DCF; USF HR has no involvement in the determination process.
- All DCF clearances must be completed and approved by USF HR prior to any person working with minors at a USF Summer Program.
- USF departments are responsible for all expenses/charges incurred for DCF screenings. Chartfield information must be provided to USF HR on the *USF Summer Program DCF Clearance Request Form*.
- Questions regarding USF Summer Program procedures can be sent to the email address above or call Human Resources at 813-974-2970.