

Summer Program Background Checks – Frequently Asked Questions (FAQs)

1. What is the definition of a summer camp/program?

[Florida Statute 409.175](#) defines summer camps two ways:

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 vacation for children who are 5 years of age on or before September 1 and older, that are not exclusively educational.

2. Is there a summer camp/program background check requirement in the Florida Statutes?

Yes. [Florida Statute 409.175](#) says that summer camp owners, operators, employees and volunteers are subject to pre-employment, Level 2 background checks (fingerprinting) and designates the Department of Children and Families as the regulatory agency/responsible agent for screening.

3. What is the difference between a summer background check and regular USF criminal history background checks?

At USF we currently have three types of background checks:

- a. **Level 1 Background Checks** are administered by our vendor HireRight. They include an employment history check, a statewide criminal history background check through the Florida Department of Law Enforcement (FDLE), and a check of the National Sex Offenders Public Website. It may also include a local criminal records check through local law enforcement agencies.
- b. **Level 2 Background Checks** (fingerprint screening) are administered through the Division of Human Resources and submitted to FDLE for processing. They include a statewide criminal history check through FDLE and national criminal history checks through the FBI and may include local law enforcement checks
- c. **The Level 2 Summer Program Background Checks** (fingerprint screening) are conducted by DCF through a state-run, web based system called the Care Provider Background Screening Clearinghouse, described in [Florida Statute §435.12](#). All camp/program

personnel must be screened through DCF regardless of whether or not they have had a Level 1 or Level 2 screening as described above.

4. Who is required to have a summer camp/program background check?

All new and current Faculty, Staff, Administration, Students and Volunteers who participate in a USF Sponsored or Non-sponsored summer program are required to have a Level 2 Summer Program Background Check. All background checks must be completed and approved **prior** to the employee, student or volunteer working with minors.

5. Who is NOT required to have a summer camp/program background check?

Current employees/volunteers who have previously had a summer camp background check through DCF do NOT need to be screened under the Clearinghouse unless:

- a. The summer camp background check was 5 or more years ago, or
- b. They've had a break in service of 31 days or more, or a 90 day break in funding since the summer camp background check.

6. How far in advance can I have my summer camp/program candidates' background checks performed?

No earlier than 60 days before the candidate begins employment/volunteering.

7. If I intend to reappoint camp/program workers or volunteers who worked last summer and will be coming back this year, must they be screened again?

Typically, yes. If they've had a break in service (terminated in GEMS for 31 days or more), or a 90 day break in funding since the summer camp background check, the candidate must be rescreened.

8. Do current USF employees need to complete a summer background check to work in a summer camp?

Yes. All camp personnel must be fingerprinted through DCF to work in a summer camp/program.

9. Do current USF employees who were previously screened through DCF to work for a summer camp/program need to be rescreened this year?

If a current employee had a summer camp background check before 2012 they must be rescreened this year. If the current employee had a summer camp background check through DCF between 2012 and 2015, they won't have to be screened under the Clearinghouse until they are due for their 5 year anniversary rescreen, unless they have a break in service.

10. 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.

11. What forms are required for the summer camp/program background check process?

Each summer camp director is required to fill out a USF Summer Program Background Check Request Form and submit it to Human Resources.

Once HR has scheduled the individual for their background check appointment they will also be required to fill out:

- The Affidavit of Good Moral Character
- The Clearinghouse Background Screening Request Form
- The Privacy Policy Acknowledgement Form

12. If I am considering a candidate for my summer camp/program who is currently employed by a school district in Florida, can the candidate's fingerprints from the school district be used for their role with my camp?

It depends. Under Florida law, there are certain situations in which Florida school district employees can use their school district background check results to satisfy the summer camp background check requirement. Please contact HR as soon as possible for guidance on the required documentation.

Note: Even if you intend to hire the same school teachers who worked in your camp last year, new documentation must be provided to HR before they begin work in the summer camp this year. The original Affidavit of Good Moral Character form must be submitted to the hiring department for review each year, although the Privacy Policy Acknowledgement form is not required.

13. My department runs a University-sponsored camp/program, and I am being contacted by DCF directly about setting up an account to screen my summer camp/program candidates. How do I respond?

USF HR has a central account with DCF for University-sponsored summer camps; please forward any emails received directly from DCF to USF HR and we will reply.

- 14. I hold a private camp/program on campus using University facilities, but my camp/program is not sponsored by USF. How do the summer camp/program background check guidelines apply to me?**

The background check requirements are the same as outlined above for any summer camp/program in Florida, but you must apply for your own DCF screening account number. In addition, you must still fill out a USF Summer Program Background Request Form and send it to HR along with copies of all background check results you received from DCF. HR will maintain copies of the results.

- 15. Where can I get more information on summer background checks?**

Please see the Summer Program Background Check Procedures for more information. You may also contact your HR Service Center Manager or Coordinator.