

BACKGROUND SCREENING INFORMATION SUMMARY FOR CHILD CARE FACILITIES

1. Who needs background screening in a child care facility?
 - “Child care personnel” means all owners, operators (directors), employees and volunteers working in a child care facility. It does not include persons who work in a child care facilities after hours when children are not present or parents of children in child care facility.
2. What type of background screening is required in Palm Beach County?
 - Level 2 screening standards and Level 1 screening standards in some cases.
 - Level 2 screening standards includes-: Local Screening through Palm Beach County Sheriff’s Office, Live Scan Fingerprinting (FDLE and FBI) and a check of the Sex Offender Public Website.
 - Level 1 screening standards includes: Local Screening through Palm Beach County Sheriff’s Office, Statewide Criminal History checks through the Florida Department of Law Enforcement (FDLE), and a check of the Sex Offender Public Website.
3. For the purposes of background screening; what is the age limit for screening?
 - Any personnel 12 years of age or older.
4. Where do I go for fingerprinting?
 - Fingerprinting is performed through Live Scan vendors. Please call Palm Beach County Health Department at 561-837-5900 for the Live Scan Form and for more information.

INITIAL SCREENING

Background Screening Requirements for a New Employee, Transferred Employee, Volunteers (18 years of age and older who assist 10 hours or more a month). (Level 2 screening)

This is what you need to do:

- Live Scan Fingerprinting: (FDLE & FBI), using the Live Scan Form. Results will be emailed to you by the Department of Children and Families within 72 hours
- For Transferred Employee Only: Results (FDLE & FBI) can be transferred from director to director if employee has not been unemployed for more than 90 days. If results can not be obtained, Live Scan should be performed.
- Local Screening. Please complete Release of Information Form (keep a copy in the file and send original with a \$3 check or money order payable to Palm Beach County Sheriff’s Office to PBSO with self address and stamped envelope)
- **Complete the following Forms:**
- Affidavit of Good Moral Character (signed, dated, and notarized; please keep it in the file)
- Volunteer Affidavit (Only for Volunteers)
- Attachment F (Affidavit Statement for Applicant, Owner/Operator, & Employee. (signed and notarized, please keep it in the file)
- Attachment G (Five year Employment History and Character References (keep it in the file with 3 letters)
- Child Abuse & Neglect Reporting Requirements Form. (please keep it in the file)

Owners and Directors Background Screening Requirements (Level 2 screening)

- Live Scan Fingerprinting (FDLE & FBI) Request a Live Scan Form from PBCHD background screening office for you to take to the Live Scan vendor. Results will be emailed to you by DCF within 72 hours
- Local Screening. Please complete Release of Information Form make a copy for your file, and send the original with a \$3 check or money order payable to PBSO to Palm Beach County Health Department for processing.
- For Transferred Director form one facility to another, results of FDLE and FBI would be obtained by our office in some cases.
- **Complete the following Forms:**
- Affidavit of Good Moral Character (signed, dated, and notarized)
- Central Abuse Hotline Records Search.
- Attachment G (Background Screening Employment History and Character References with 3 letters.

- Child Abuse & Neglect Reporting Requirements Form.
 - **NOTE: Original Forms to Palm Beach County Health Department. Please Keep a Copy of All These Forms in Your Personnel File.**

Background Screening Requirements for School District Employee (Level 2 screening)

When a facility hires a School District employee (part-time or permanent position) and this employee still works for the School District:

- Local Screening. Please complete Release of Information Form (keep a copy in the file and send original with a \$3 check or money order payable to Palm Beach County Sheriff's Office to PBSO with self address and stamped envelope)
 - Copy of employee Current ID Card issued by the School District
 - **Complete the following Forms:**
 - Affidavit of Good Moral Character (signed, dated, and notarized, please keep it in the file)
 - Last check stub or proof of last payment from School District (proof that employee has not be unemployed for more than 90 days)
 - Attachment F (Affidavit Statement for Applicant, Owner/Operator, & Employee. (signed and notarized, please keep it in the file)
 - Attachment G (Background Screening Employment History and Character References (keep it in the file with 3 letters).
 - Child Abuse & Neglect Reporting Requirements Form.
- **Note: If the applicant is not currently employed by the School District, full Level 2 screening is required.**

Background Screening for Child Enrichment Service Providers (Level 2 screening)

- Live Scan Fingerprinting: (FDLE & FBI), using the Live Scan Form. Results will be e-mailed to you by the Department of Children and Families within 72 hours
- Local Screening. Please complete Release of Information Form (keep a copy in the file and send original with a \$3 check or money order payable to Palm Beach County Sheriff's Office to PBSO with self address and stamped envelope)
- Affidavit of Good Moral Character (signed, dated, and notarized; please keep it in the file)

Background Screening Requirements for Volunteers

12 years old to 17 years old . (Level 1 Screening)

- Request for FDLE Criminal History Information (attach a check or money order for \$8 payable to FDLE and send it to Florida Department of Law Enforcement.
- Local Screening. Please complete Release of Information Form (keep a copy in the file and send the original with a \$3 check payable to PBSO with self address stamped envelop to PBSO.
- Volunteer Affidavit
- Attachment G (Character References (keep it in the file with 3 letters of references)

Volunteers (18 years of age and older) who assist less than 10 hours a month. (Level 1 Screening)

- Request for FDLE Criminal History Information (attach a check or money order for \$8 payable to FDLE and send it to FDLE)
- Local Screening. Please complete Release of Information Form (keep a copy in the file and send the original with a \$3 check payable to PBSO with self address stamped envelop to PBSO.
- Affidavit of Good Moral Character (signed, dated, and notarized; please keep it in the file)
- Volunteer Affidavit
- Attachment G (Character References (keep it in the file with 3 letters of references)

RE-SCREENING (Required 5 years after initial or last screening)

Owners and Directors

- Live Scan fingerprinting. (FDLE & FBI) Request a Live Scan Form from PBCHD background screening office for you to take to the vendor. Results will be e-mailed to you by DCF within 72 hours
- Local Screening. Please complete Release of Information Form send the original with a \$3 check or money order payable to PBSO to Palm Beach County Health Department for processing
- **Complete the following forms**
- Affidavits of Good Moral Character (signed, dated, and notarized, and send it to Palm Beach County Health Department..
- Central Abuse Hotline Records Search.
- Child Abuse & Neglect Reporting Requirements Form.
 - **NOTE Original Forms to Palm Beach County Health Department. Please Keep a Copy of All These Forms in Your Facility File.**

Childcare Personnel, School District Teachers, and Volunteers who assist 10 hours or more a month

- Live Scan Fingerprinting: (FDLE & FBI), using the Live Scan Form. Results will be e-mailed to you by the Department of Children and Families within 72 hours
- Local Screening. Please complete Release of Information Form (keep a copy in the file and send the original with a \$3 check payable to PBSO to PBSO with self address stamped envelop.
- Affidavit of Good Moral Character (signed, dated, and notarized; please keep it in the file)
- Child Abuse & Neglect Reporting Requirements Form

Volunteers who assist less than 10 hours a month and Juveniles (12 to 17 years of age)

- Request for FDLE Criminal History Information (attach a check or money order for \$8 payable to FDLE and send it to FDLE).
- Local Screening. Please complete Release of Information Form (keep a copy in the file and send the original with a \$3 check payable to PBSO with self address stamped envelop to PBSO.
- Affidavit of Good Moral Character (signed, dated, and notarized; please keep it in the file)

Screening Not Required

Students who observe and participate in a child care facility as part their required course work, on an intermittent basis. Therapist observing a child in a classroom set.

Persons who work in a child care facility after hours when children are not present, and parents of children in Head Start programs. Therapist in one to one sessions with a child authorized by the parents of the child.

Conditions:

Under direct and constant supervision by persons who meet the child care personnel requirements (level 2 background screening)

No conditions

Palm Beach County Sheriff's Department:

3228 Gun Club Road
West Palm Beach, FL 33406
(561) 688-3000

Palm Beach County Health Department

Child Care Licensing/ Background Screening
800 Clematis Street, 4th Floor
PO Box 29
West Palm Beach, FL 33402

Florida Department of Law Enforcement (FDLE)

Attention: Records
PO Box 1489
Tallahassee, FL 32302-1489