

Florida Law requires that all personnel involved in “Summer Camps” (also referred to as Program) for children or who provide care for developmentally disabled adults be screened annually through the agency for Health Care Administration’s *Care Provider Background Screening Clearinghouse* (Clearinghouse). “Summer Camp” is very broad: “recreational, educational and other enrichment programs operated during summer vacations for children” (i.e., under 18). This broad definition obviously encompasses many of the programs conducted at USF. USF defines summer vacations for children to be the period between May 15 and August 15 of a given calendar year.

- Third-Party Summer Camps/Programs operating on USF System property are responsible for obtaining their own Clearinghouse background screenings. If your organization has not previously utilized the Clearinghouse, information on registering for the Clearinghouse and obtaining background screenings can be found here:  
<https://www.myflfamilies.com/services/background-screening>
- USF requires that **all** program personnel be screened; **no exceptions** are made for volunteers or personnel continuously working with vulnerable populations. All screenings must be completed no more than 60 days “before beginning employment.” However, organizations are urged to secure the screenings as soon as possible as the Clearinghouse does encounter heavy volume as summer approaches and processing delays can be expected.
- Once screenings for all personnel are obtained, the Summer Camp/Program Director must, in accordance with the mutual agreement, submit to the USF Division of Human Resources the following documents:
  - Summer Program Background Screening Coversheet: <https://cloud.usf.edu/human-resources/resources/showfile/2/215>
  - Affidavit of Appropriate Background Screening: <https://www.usf.edu/compliance-ethics/documents/affidavit-of-appropriate-background-screening1.pdf>
  - DCF Screening Results documents showing “Eligible” for all summer program personnel. This document should be redacted to **remove social security numbers** and any other personal information other than name. Sample document can be found here:  
<https://www.usf.edu/compliance-ethics/documents/sample-backgroundcheckscreeningresult.pdf>
- The documents should be emailed to [HR-BGgroundCK@usf.edu](mailto:HR-BGgroundCK@usf.edu)
- The USF Division of Human Resources will review the documents provided and notify the Summer Camp/Program Director (identified on the Cover Sheet) if the documents fulfill all of the contractual requirements.
- In accordance with DCF requirements, the Summer Camp/Program Director will be responsible for maintaining the following documents (available from the DCF website): *Clearinghouse Demographic Worksheet; Privacy Policy Acknowledgement; and Affidavit of Good Moral Character* (no notarization necessary).

- In compliance with Sections 39.201 and 39.205, Florida Statutes; Florida Board of Governor's Regulation 3.002; and USF Policy 6-032 any person who knows, or has reasonable cause to suspect, that child abused, abandoned, or neglected must report such knowledge or suspicion to the Florida Department of Children and Family Services (DCF):  
<https://www.myflfamilies.com/services/abuse>
- Questions regarding the DCF Clearinghouse should be addressed to the DCF Helpdesk at 888-352-2842.
- Questions regarding USF summer program procedures can be sent to the email address above or call 813-974-2970.