



## 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://forms.office.com/r/QkcmipYx3R>
- 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 Central Human Resources and are initiated through the *USF Summer Program DCF Clearance Request Form* found here: <https://usfweb.usf.edu/human-resources/resources/showfile/2/105>. A separate form must be submitted for each Summer Program and should be sent to USF CHR at [HR-BGroundCK@usf.edu](mailto: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 Central Human Resources will contact program personnel to assist with scheduling an appointment to have their fingerprints and photograph taken at an off-campus location. 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 \$65, and re-screening at \$14. These costs are set by the FDLE and the FBI and are subject to change.
- Upon receiving screening results from DCF, USF Central Human Resources will notify the Summer Program Director whether personnel are cleared to work the Summer Program. Clearance determinations are made by DCF; USF Central Human Resources has no involvement in the determination process.
- All DCF clearances must be completed and approved by USF Central Human Resources 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 Central Human Resources on the USF Summer Program DCF Clearance Request Form.
- 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 USF Summer Program procedures can be sent to the email address above or call Human Resources at 813-974-2970.