



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

Essentials of Summer Camp Background Checks for 2016

Who

- All new and current personnel (i.e., new candidates for employment, volunteers, and current FSU employees) being considered for employment or a volunteer role in a summer camp must have a Level 2 Background Check (fingerprinting).
- Current employees who have previously had a summer camp background check do **NOT** need a new background check this summer unless:
 1. The summer camp background check was 5 or more years ago, or
 2. They've had a 31 day break in service (terminated in OMNI HR) or a 90 day break in funding (unfunded) since the summer camp background check.
- Additionally, per Florida Statute §409.175, Volunteers who assist on an **intermittent basis for less than 10 hours per month** do **NOT** need a background check if a person who has passed a summer camp background check is always present and has the volunteer in his or her line of sight.

Why

- We background check to ensure the safety and security of those on campus.
- We must comply with the law. [Section 409.175 of the Florida Statutes](#) requires employers to conduct Level 2 Background Checks on all summer camp personnel prior to employment.

What

Unlike FSU's typical background checks, which are run by our vendor, Accurate Background, Inc., summer camp background checks are conducted by The Florida Department of Children and Families ("DCF") through a state-run, web-based system called the Care Provider Background Screening Clearinghouse ("Clearinghouse"), described in [§435.12 of the Florida Statutes](#).

- When the hiring department submits the Background Check Request, HR initiates the check with the Clearinghouse. HR will send a confirmation email to the candidate (copying the Department) to notify them to get fingerprinted. When the background check results are received, HR will inform the hiring department whether the individual is eligible to work/volunteer in the camp. **Do not extend an offer of employment or volunteer service until HR has cleared the candidate/volunteer.**

- If you learn that an individual was previously screened by another employer under the Clearinghouse process, HR may request an “Eligibility Review” to determine if we can use those results rather than conduct a new background check.

When

- Once someone is in the Clearinghouse, summer camp background checks are required every year; however, the type of check required and cost varies based on the number of years the individual has worked for the summer camp.

Year Working/ Volunteering	Pre-Employment Background Check Requirement under the Clearinghouse	*Cost
1	Level 2 summer camp background check (fingerprints) <i>(includes a FL and FBI screen, post-screen monitoring of arrests in the state of FL).</i> Required for: new hires/volunteers; those previously screened by DCF, but who have had a 31 day break in service or 90 day break in funding; and those who had a DCF check 5 or more years ago.	\$55.00/FSUPD or \$74.00/Fieldprint
2 - 4	Once screened under the Clearinghouse, the current employee/volunteer or rehire needs to have the FBI portion of their background check re-run for an up-to-date Level 2 before each summer camp season. (No fingerprinting is required.)	\$25.00
5	Once screened under the Clearinghouse, a new Level 2 summer camp background check is required for all summer camp employees every 5 years; however, some may not require new fingerprints.	\$55.00/FSUPD or \$74.00/Fieldprint
6 or More	Years 2 – 5 above repeat.	See above

**Rates are set by FDLE and the FBI and are subject to change.*

- Current employees who have previously had a summer camp background check do NOT need to be screened under the Clearinghouse this year unless:
 1. The summer camp background check was 5 or more years ago, or
 2. 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.
- Summer camp background checks **cannot be conducted more than 60 days before employment** with the camp.

Where

- FSUPD is available to fingerprint summer camp candidates/volunteers starting *mid-March 2016*; however, you cannot have individuals fingerprinted more than 60 days before their employment with the summer camp.
- If the candidate/volunteer resides out-of-town, HR will use our out-of-town vendor, Fieldprint, (note the associated cost in the chart above).

Reminders regarding fingerprinting at FSUPD:

- Fingerprinting Hours: (Tuesday - Friday, 1:00 p.m. – 3:00 p.m.)
- **Services are provided on a first-come, first-served basis.** Please do not send large groups at the same time for printing at FSUPD; this will likely result in a much longer wait time for candidates.
- Individuals **MUST** provide valid photo identification upon being fingerprinted; **photocopies are not accepted.**
- Candidates will be required to have their photo taken when they are fingerprinted.
- If you need to make a fingerprinting appointment for an out-of-town candidate, please call the FSUPD Records Manager at (850) 644-1610.

How

1. Dropbox the following documents to HR-ERS@fsu.edu:
 - The Criminal History Background Check [Questionnaire](#)
 - The Criminal History Background Check [Request Form](#)
 - The Clearinghouse [Demographic Sheet](#)

Note: Before submitting a summer camp action on *a current employee not yet due for their 5 year background check*, submit the Criminal History Background Check Questionnaire to HR-ERS@fsu.edu with a request to review the summer camp background check on file. HR will confirm if the check on file is sufficient.

2. Candidates/volunteers in their 1st year under the Clearinghouse or starting their 5th year anniversary:
 - a. Must complete the [Affidavit of Good Moral Character form](#).
Before making the job offer, the hiring department must:
 - Confirm that all pages of the form are complete and the form is notarized in the State of Florida.
 - **Only if the candidate/volunteer signed the line indicating their record contains a disqualifying offense**, send a copy to HR-ERS@fsu.edu (with a coversheet requesting HR review).
 - Keep the **ORIGINAL** on file in your hiring records.

- b. Must complete the [Clearinghouse Privacy Policy Acknowledgement Form](#)
 - Send a copy of the completed form via Dropbox to HR-ERS@fsu.edu with the background check questionnaire and request form.
 - Give the candidate/volunteer the FDLE/FBI privacy policies (*found within the form linked above*) for their records.
 - Keep the **ORIGINAL** Acknowledgement Form on file in your hiring records.
3. HR will send a confirmation email to the candidate (copying the Department) to notify them to get fingerprinted.
4. The candidate/volunteer goes for fingerprinting.
5. HR will advise the hiring department of the outcome.

Other

- **K–12 employees:** Summer camp candidates who are also K–12 school system employees in Florida and have already received a level 2 background check, do **not** need an additional background check for summer camp if:
 - They have not had a 90 day break in service from their K-12 job, **AND**
 - They submit documentation of their K–12 school background check for HR to review (this can be a memo from the school office—*contact FSU HR for details*). The original Affidavit of Good Moral Character form must be submitted to the hiring department for review each year (reference instructions above), although the Privacy Policy Acknowledgement form is not required.
- **Summer Camp Job Codes:** A separate OPS Express pool specifically for camp applicants is posted under job ID 39573, Camp OPS Express - 2016. Departments hiring camp personnel must use the specified camp job codes [T017/A017 (Camp Counselor or Assistant—non-exempt) or T027/A027 (Camp Teaching or Coordinator—exempt)] in their job offers. A document outlining the use of the “T” versus “A” Job Code can be found [here](#).

More guidance on background checks can be found on [Human Resources website](#). If you have any questions about this process, please contact April Smatt at asmatt@fsu.edu or Becky Maas at bpmaas@fsu.edu.