



## Summer Camp Background Checks 2016 - Frequently Asked Questions (FAQ's):

### 1. Why are summer camp background checks different from other FSU background checks?

Florida law has specific requirements for background checks on summer camp employees that are different from other types of employment related background checks.

Unlike FSU's typical background checks, which are run by our vendor, Accurate Background, Inc., summer camp background checks are run through a state-run, web-based system called the Care Provider Background Screening Clearinghouse ("Clearinghouse"). The Florida Department of Children and Families ("DCF") is in charge of this process and has created unique requirements and paperwork required for the summer camp background checks. For summer camp employees and volunteers it is actually DCF who receives the background check results and decides whether the candidate is eligible to work/volunteer at a camp.

### 2. What forms are required for the summer camp background check process?

A. Dropbox the following completed forms to [HR-ERS@fsu.edu](mailto:HR-ERS@fsu.edu):

- The Criminal History Background Check [Questionnaire](#) (*One questionnaire can be submitted with multiple names if the individuals hold the same job duties and are being hired around the same time.*)
- The Criminal History Background Check [Request Form](#)
- The [Clearinghouse Demographic Sheet](#)
- The [Privacy Policy Acknowledgement](#) Form

B. The [Affidavit of Good Moral Character](#) and [Privacy Policy Acknowledgement](#) Forms must be completed the first year a candidate/volunteer gets a summer camp background check under the Clearinghouse and for 5 year anniversary rescreens (reference the [Essentials of Summer Camp Background Checks for 2016](#) document for details on where to send/store these forms).

Note: Before submitting a summer camp personnel 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](mailto:HR-ERS@fsu.edu) with a request to reference the summer camp background check on file. HR will confirm if the check on file is sufficient.

### 3. Where is the summer camp background check requirement in the Florida Statutes?

[FL 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 DCF as the regulatory agency/responsible agent for screening.

### 4. Is the summer camp background check requirement in FSU's Policies?

Yes, please reference the [Criminal History Background Check policy, 4-OP-C-7-B11](#).

## 5. What is the definition of a summer camp?

[Florida Statute 409.175](#) gives two definitions of summer camp:

“Summer day camp means 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 camp means 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.”

**Note:** The age range for summer camps is children who are at least 5 years old and less than 18 years old.

## 6. Who does NOT need a summer camp 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:

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.

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.

## 7. Who needs a summer camp background check?

Faculty, Staff, OPS, and volunteers are subject to background checks for summer camps. Refer to the information below for timing and level of background check required:

Year Working/ Volunteering	Pre-Employment Background Check Requirement under the Clearinghouse
1	Level 2 summer camp background check (fingerprints) under DCF’s account ( <i>includes an 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 with a 31 day break in service or 90 day break in funding; and those who’ve had a DCF check 5 or more years ago.
2 - 4	Once screened under the Clearinghouse, the current employee/volunteer or rehire will need to have the FBI portion of their background check re-run for an up-to-date Level 2, before each summer camp season. (This does not require fingerprinting.)
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.
6 or More	Years 2 – 5 above repeat.

**8. Do all employees working in the building need a summer camp background check?**

No, background checks are only required for all employees who work directly for the summer camp program; those who work directing/supervising children and those with duties in the office during summer camp hours.

**9. How far in advance can I have my summer camp candidates' background checks performed?**

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

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

Usually, yes. If they've had a break in service (terminated in OMNI for 31 days or more), or a 90 day break in funding (unfunded) since the summer camp background check, the candidate must be rescreened. Refer to the chart in Question 7 for additional details.

**11. My department has current employees who we would like to work in our summer camp program as part of their current position, must they be fingerprinted?**

Yes. All camp staff (including current employees) must be fingerprinted ***under DCF's account.***

**Note:** Current FSU employees who were background checked and cleared previously for summer camps, will not need to become part of the DCF Clearinghouse until their 5 year anniversary rescreen is due, unless they've had a 31 day break in service or 90 day break in funding.

**12. We have current employees who were previously background checked for summer camp work, will they 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 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.

**13. How long must I wait to send my candidate for fingerprinting once I have sent the Background Check request to Human Resources?**

To avoid candidates being fingerprinted under the wrong account, having to be reprinted, or other unnecessary delays, please wait until you have received the confirmation email from HR before sending your candidate for fingerprinting.

**14. I anticipate hiring candidates who are out-of-town, how can they be fingerprinted?**

Out-of-town candidates can be fingerprinted in their hometown through our vendor, Fieldprint. Please note there is a higher cost for this service (\$74).

When filling out the background check request form, mark "yes" to the question asking if the candidate is out-of-town and the position requires fingerprinting. When HR sends out the confirmation email, we will provide instructions on how the candidate can get fingerprinted through Fieldprint.

**15. If I am considering a candidate for my summer camp 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?**

Sometimes. 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 (reference instructions in the [Essentials of Summer Camp Background Checks for 2016](#) document), although the Privacy Policy Acknowledgement form is not required.

**16. If I have a candidate whose prints have been rejected by the FBI in the past due to the quality of their fingerprints, what do I do?**

Please contact HR as soon as possible so that we may work with you and FSUPD to accommodate the candidate's fingerprinting needs.

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

FSU HR has a central account with DCF for University-sponsored summer camps; please forward any emails received directly from DCF to [HR-ERS@fsu.edu](mailto:HR-ERS@fsu.edu), and we will reply.

**18. I hold a private camp on campus using University facilities, but my camp is not sponsored by FSU—how do the summer camp background check guidelines apply to me?**

The background check requirements are the same as outlined above for any summer camp in Florida, but you must apply for your own DCF screening account number. This can take time to get set up, so please contact HR, and we can put you in touch with DCF to get the process started as soon as possible.

**19. Is there training on the background check requirements?**

Yes. We offer background check training each semester in person and continuously online. This course is highly recommended for department representatives and hiring managers.

To register, log into [myFSU](#) and navigate to: *HR > Main Menu > Self Service > Learning and Development > Request Training Enrollment*. Follow the prompts to search and submit your request. The course title is **Criminal History Background Check Process**. The course numbers are **COCHB1** (in person) or **COCHBO** (for online training).

We hope this FAQ answered many of your questions about summer camp background checks. Please email April Smatt, [asmatt@fsu.edu](mailto:asmatt@fsu.edu), or Becky Maas, [bpmaas@fsu.edu](mailto:bpmaas@fsu.edu), with any additional questions.