



**State of Florida  
Department of Children and Families**

**Ron DeSantis**  
Governor

**Chad Poppell**  
Secretary

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**MEMORANDUM**

**DATE:** May 14, 2020

**TO:** Substance Abuse and Mental Health Regional Directors  
Managing Entity CEO's  
Substance Abuse and Mental Health Service Providers

**THROUGH:** Rodney E. Moore, L.M.H.C.   
Assistant Secretary, Substance Abuse and Mental Health

**FROM:** Ute Gazioch   
Director, Substance Abuse and Mental Health

**SUBJECT:** Temporary Name-Based Criminal History Checks for Employment or Licensure

This memorandum is effective May 14, 2020 and expires on July 1, 2020, or upon notification of expiration or extension from the Assistant Secretary for Substance Abuse and Mental Health.

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**PURPOSE:** The Department is working to ensure our staff and partners have the capability and resources to stay healthy and continue to serve the people of Florida. The Department has been approved to submit name-based criminal history checks and receive a state and national criminal history result based upon demographic information to review under the Level 2 background screening standards until fingerprinting can be performed. The purpose of this memorandum is to outline the process for requesting name-based criminal history checks and receive a conditional background screening clearance for the purposes of employment with or licensing of substance abuse and mental health service providers.

**BACKGROUND:** Persons seeking employment or licensure with programs that the Department licenses or regulates are required to be of good moral character. This requires a review of the individual's criminal history record, and for some programs, additional types of background checks are required. The criminal history required is a state and national fingerprint-based search. The criminal history is then reviewed to determine if any disqualifying offenses are present under the Level 2 guidelines found in section 435.04, Florida Statutes. If a disqualifying offense is found, the individual is not eligible for employment with vulnerable populations. At this time, fingerprinting of applicants and caregivers may not be available to obtain a Level 2 background screening as required by statute.

**ACTION REQUESTED:** This memorandum outlines steps for obtaining a background screening in the event fingerprinting for Level 2 background screening cannot be obtained.

Hiring Managers are responsible for ensuring a Name-Based Criminal History Check is completed on all potential applicants. Please complete the following steps to complete Name-Based Criminal History Check:

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

- Requestor will visit the Background Screening Website for the Florida Department of Children and Families website to request a Criminal History search.
- This can be found at: <https://www.myflfamilies.com/service-programs/background-screening/>
- Select the box labeled “Request a Criminal History Check”
- Requestor will need the following information available:
  1. Applicant’s Full Name, Alias(s) Names, Date of Birth, Social Security Number, Race and Sex, Facility Name and Facility OCA Number.
  2. The Department will submit the requested information to the FDLE for completion of a state and national name-based criminal history check

The Department will receive the results from the Florida Department of Law Enforcement by email. When the results are received, they will be reviewed, and a Conditional Clearance Letter will be issued.

Once a Conditional Clearance Letter has been issued, the applicant may be employed in a position normally requiring a Level 2 background screening pending fingerprinting of the employee.

**CONTACT INFORMATION:** If you have questions about these procedures, please contact Diane Harris, Chief of Policy and Public Relations, at 850-717-4636 or email at [Diane.Harris@myflfamilies.com](mailto:Diane.Harris@myflfamilies.com) or RaeJohne Peterson, Chief of Operations at 850-487-6112 or email at [RaeJohne.Peterson@myflfamilies.com](mailto:RaeJohne.Peterson@myflfamilies.com).