

Pinellas County License Board for Children's Centers & Family Day Care Homes

Our mission is to protect and promote the health, safety, and mental development of children cared for in children's centers and family child care homes in Pinellas County

Patsy Buker, Executive Director
Elise Minkoff, Chairman



HOMES:

5-YEAR RESCREENING REQUIREMENT

Florida law now requires that all 5-year rescreening include fingerprints. Rescreening applies to providers, household members 12-years of age and older, substitutes and employees. Our records indicate that the following are due for a 5-year rescreening:

New Law

- **Fingerprints. *Live scan fingerprints are required by law.*** See attached sheet for locations and payment information.
- **Local Police Background Check** form.
- A completed **Central Abuse Hotline Record Search** form. List provider, all household members, substitute and employees.
- Completed **Attestation of Good Moral Character** for the provider, household members 18-years of age and older, substitutes and employees.
(Read this form carefully.)

Please return all completed forms to PCLB **no later than 3 months prior** to your current clearance expiration date. This date can be found on your inspection report or by asking your specialist.

All of the above forms can be found under Home Forms from the blue button on the home page.

If you have questions, please call: 727-507-4857.

All background screening clearances (including fingerprints) must be received by the licensing program prior to their expiration. Fingerprints must be submitted 3 months prior to the previous clearance expiration date in order for them to be considered as being submitted timely. If screening clearances have not been received by the previous clearance expiration date, the home is in non-compliance and subject to fines; additionally a renewal license may not be issued, the home will be closed, and the provider must reapply for a family child care home license, which may take up to several months.

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CENTERS:

Important Information about Director or Owner 5-Year Background Screening Clearances

Due to the change in Florida State Law, the 5-year rescreening procedures have changed effective August 1, 2010.

Anyone whose 5-year rescreen date is August 1, 2010 or after, must be completely Level II screened, meaning that they must be re-fingerprinted. The resulting FDLE and FBI clearance letters must be in their personnel files prior to the rescreen date. For example, if an FDLE clearance is dated 9-5-2005, a full rescreen, FDLE and FBI must be in the personnel file, with clearance dates of 9-5-2010 or prior. **We have also been informed by DCF that the fingerprinting process must be done via Live Scan.** As notified previously, you must register with DCF at (813) 558-1069 to be able to use Live Scan.

The Child Care Licensing Program office is responsible for the screenings of all directors and on-site owners. **To use a Live Scan vendor, the Director OCA # is 05524137Z and the director/owner OCA # is 05524138Z.** When you use these OCA numbers, the results come directly to the Child Care Licensing Program office. Please confirm with the Live Scan vendor that the results will be sent to our offices. We will add those dates to our data base and file the clearances in our children's center files.

The following person's 5-year rescreen is due to expire on _____.

<u>Name</u>	<u>Children's Center</u>	<u>Position</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please visit our website, www.pclb.org for information about current Live Scan vendors in our area or www.dcfbackgroundscreening.com for Live Scan vendors throughout the state.

If we can answer any questions, please contact us at (727) 507-4857.