



State of Florida  
Department of Children and Families

Ron DeSantis  
Governor

Chad Poppell  
Secretary

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**DATE:** October 20, 2020  
**TO:** Regional Managing Directors  
Community-Based Care Lead Agency CEOs  
**THROUGH:** Patricia Babcock, Deputy Secretary *Patricia Babcock*  
**FROM:** Patricia Medlock, Assistant Secretary for Child Welfare *Pat Medlock*  
Robert Anderson, Assistant Secretary for Operations *Robert H. Anderson*  
**SUBJECT:** Discontinuing Name-Based Criminal History Checks for Employment or  
Licensure **Effective October 21, 2020**

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**PURPOSE:** The purpose of this memorandum is to provide guidance for discontinuing the allowance for requesting name-based criminal history checks and receiving a conditional background screening clearance for the purposes of employment or placement of children in Child Welfare programs including, but not limited to, Foster Care or Group Homes; Child Care; DCF Contracted Providers, and DCF Employees.

**BACKGROUND:** The department was authorized to submit name-based criminal history checks for a state and national criminal history result based upon demographic information to review under the Level 2 background screening standards during the time the state was under an emergency declaration. Governor DeSantis signed Executive Order 20-52 on March 9, 2020 and extended the declaration for an additional 60 days on May 8, 2020. This permitted the department to continue to conduct the name-based criminal history checks.

On September 24, 2020 the department was notified by the Florida Department of Law Enforcement that the Federal Bureau of Investigations is ending the authorization to conduct the name-based checks effective October 21, 2020. Therefore, effective that date, the ability to submit a name-based check through the department's Background Screening website will no longer be available.

**ACTION REQUESTED:** This memorandum discontinues the submission of name-based criminal history checks for conditional background screening clearance effective October 21, 2020. Any person employed, licensed, or used as a placement for a child that received a name-based check under the allowance must be fingerprinted no later than 60 days from October 21, 2020. Effective October 21, 2020, fingerprints for background screening will be required. For employment or licensure, screenings must be completed prior to contact with vulnerable populations. For Relative or Non-Relative Placements, screenings must be completed within 10 days of placement.

**CONTACT INFORMATION:** If you have questions regarding this memorandum, 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).

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency