



FAQ's - Specific to Level 2 Background Checks for Summer Camps/Programs

Q: Where is the screening requirement specifically cited in the Florida Statutes?

A: Section 409.175 ([Section 409.175, Florida Statutes](#)), states Camp owners, operators, employees, and volunteers are subject to pre-employment Level 2 background checks (fingerprinting) pursuant to Section 435, Florida Statutes, and designates the Florida Department of Children and Families (DCF) as the regulatory agency responsible for screening.

Q: What is the definition of a Summer Camp?

A: Per Section 409.175, Summer Day Camp is defined as follows: 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 is defined as: 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.

Q: Who is required to complete a level 2 background check for a summer camp?

A: All current employees (faculty, staff, and temporary), potential employees (faculty, staff, and temporary), and volunteers for summer camps. This includes employees/volunteers who work for the summer camp, work directing and/or supervising children, as well as those with duties in the office during summer camp hours.

Q: If I plan to rehire camp volunteers or employees who worked in the camp last year, must they undergo another level 2 background check?

A: Per the DCF, if there has been a break in service of 90 days or more, the candidate must be rescreened. If you are planning to rehire employees/volunteers from last year, please denote they are returning when providing the list of employees/volunteers for the current camp. Human Resources will verify if the employee needs to complete a new level 2 background check.



Q: My department would like to employ current staff to work and/or volunteer in this year's camp as part of or in addition to their current assignment. Do you they need to undergo a level 2 background check?

A: Yes. Per the DCF, all camp staff (including current employees) must be screened under DCF's account.

In the spreadsheet provided to your department from HR, please include all current and potential staff and volunteers that will work with the camp. Human Resources will verify the employment dates of the current employees and previous employees on the list and will confirm if a new level 2 background check is required.

Q: I have camp employees and volunteers who will be traveling prior to the start of the camp OR I plan on hiring staff or volunteers who currently reside in another state or country. How can these potential volunteers and employees be fingerprinted?

A: FAU has partnered with Fieldprint, an approved fingerprint collection and processing vendor. Recruitment Services will provide the candidate with the necessary information so that they can schedule the level 2 background check at their convenience and a Fieldprint location of their choice. If your potential candidate is international, please contact Recruitment Services for additional instructions.

Q: Can employees be fingerprinted on campus?

A: No. FAU has partnered with Fieldprint, an approved fingerprint collection and processing vendor. By partnering with Fieldprint, FAU has become more accessible to potential candidates as they can schedule an appointment at their convenience and the Fieldprint location of their choice.

Q: My department runs a University-sponsored camp through the Pre-Collegiate Programs Office and I am being contacted by the DCF to set up a screening account. What should I do?

A: FAU HR has a centralized account for University-sponsored camps with DCF for the entire University, so please forward any emails received from DCF to Recruitment Services at empl@fau.edu.

Q: What is the cost of a DCF level 2 background?

A: The cost for a DCF Level 2 background check is approximately \$65.75 per background check.

Q: How do I request background checks for my summer camp/program?

A: Please refer to the Summer Camps/Programs: Level 2 Background Check Procedures document.

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