

## PROCEDURE

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**Series:**

**COA: HR 2.03  
CFOP:**

**Procedure Name:** Fingerprinting  
**Procedure Number:** OP1107  
**Review Date:** 02/14/12, 04/17/24  
**Revision #/Date:** 04/1/11, (2) 4/29/16, (3) 09/15/20, (4) 11/07/2025  
**Effective Date:** 8/15/08

**Applicable to:** All FPOCF Staff, All Providers and CMA Staff

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**PURPOSE:** To outline the steps for requesting fingerprints of individuals

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**SUBJECT:** Fingerprinting Requests and Procedures

**PROCEDURE:** To outline the steps for requesting fingerprints of individuals

**Background:**

In accordance with FPOCF Procedure HR2209, Chapter 39, and Florida Statute 435.04, all FPOCF employees, subcontractors, providers, and others as appropriate are required to be fingerprinted as part of their mandatory background checks.

**Definitions**

**Florida Agency for Health Care Administration (AHCA) Clearing House**

Clearinghouse General Information

Changes in law passed during the 2012 legislative session significantly modifies background screening for many service providers regulated by a variety of state agencies including health care providers licensed by the Agency for Health Care Administration (Agency) under Chapter 408, Part II, Florida Statutes (F.S.).

House Bill 943 created a “Care Provider Background Screening Clearinghouse” or “Clearinghouse.” The purpose of the Clearinghouse is to provide a single data source for background screening results of persons required to be screened by law for employment in positions that provide services to children, the elderly, and disabled individuals. The Clearinghouse shall allow the results of criminal history checks to be shared among specified agencies when a person has applied to volunteer, be employed, be licensed, or enter a contract that requires a state and national fingerprint-based criminal history check. (Section 435.12, Florida Statutes.

**Applicant Fingerprint Form:**

The Applicant Fingerprint Form must be completed for all Livescan requests that will be submitted through the AHCA Clearinghouse.

**Privacy Policy:**

A copy of the Privacy Policy must be provided to every person that submits a Livescan through AHCA Clearing House

**Privacy Policy Acknowledgment Form:**

Every person that submits a Livescan through AHCA Clearing House must sign a Privacy Policy Acknowledgment Form

**Class Participant:**

A National Training and Development Curriculum (NTDC) Class attendee (Potential Foster Parent)

**Planned Placement:**

Potential relative or non-relative placement, family members, babysitters, and frequent visitors to the home of the dependent child placed in a relative or non-relative placement,

**Foster Care:**

Licensed foster care levels 2-5 are made up of individuals or families who have requested to be able to take dependent children into their home. Foster homes are licensed and inspected regularly, and foster parents go through a rigorous interview process before being approved.

**Responsibilities:**

**The Single Point of contact for Background Screenings is responsible for the following:**

- a. Maintain and provide information and instructions for all Livescan vendors to Family Partnerships of Central Florida and Providers as needed.
- b. Ensure Livescan results are received and disseminated accordingly.
- c. Provide assistance to designated personnel at Family Partnerships of Central Florida and Impower regarding the status of Livescan requests.
- d. Maintain a daily log of results received and disseminated for Planned Placement.

**Case Management:**

Case management is responsible for coordinating Livescan requests for planned placements which can include other family members, babysitters, and frequent visitors to the home of dependent children.

**Licensing is Responsible for the following:**

Designated Licensing personnel are responsible for coordinating Livescan requests for NTDC Classes, Other Family Members, Babysitters, and Frequent Visitors to the Home, and other Livescans as needed to meet Licensing Requirements.

The Licensing team receives and disseminates the Livescan results for the purposes of licensure completion.

NTDC Classes:

**NTDC Instructor**

The Applicant Fingerprint Form, Privacy Policy, and Privacy Policy Acknowledgement Form are completed by foster parent applicants through the statewide Binti system.

**Designated Licensing Supervisors, Recruitment Specialist and Licensing Background Screeners:**

- a. Enter each participant into the AHCA portal and print the Livescan Request Form.
- b. Scan and email the form to the selected provider and/or take the form to the designated location of the applicant's choice.

Other Family Members, Babysitters, and Frequent Visitors to the Home

**Licensing Specialist**

The Licensing Specialist provides Level 2-5 families with Applicant Fingerprint Form, Privacy Policy, and Privacy Policy Acknowledgement Form for each person that needs to be printed.

- a. The signed Applicant Fingerprint Form and the signed Privacy Policy Acknowledgement Form are completed during the initial recruitment process.
- b. The Recruitment Specialist and/or Background Screener scans and emails the form to the selected provider.
- c. The family member, babysitter, or frequent visitors to the home schedules an appointment online using the vendor information provided by the Licensing Specialist.
- d. The vendor completes the Livescans.
- e. AHCA notifies Family Partnerships of Central Florida when results are available on the AHCA portal.

**Family Partnerships of Central Florida HR Personnel is responsible for the following:**

Designated FPOCF HR personnel are responsible for coordinating Livescan requests for potential candidates, employees, or volunteers.

Designated FPOCF HR personnel provides potential candidates, employees, interns or volunteers with Applicant Fingerprint Form, Privacy Policy, and Privacy Policy Acknowledgement Form for each person that needs to be printed.

- a. The designated FPOCF HR personnel or designee emails the forms to the potential candidate, employee, or volunteer. The potential candidate, employee, intern or volunteer schedules an appointment online using the vendor information provided by the HR personnel.
- b. The vendor completes the Livescans.
- c. AHCA notifies Family Partnerships of Central Florida via email when results are available on the AHCA portal.

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

APPROVAL DATE: 12/08/2025