



agency for persons with disabilities  
*State of Florida*

**FAQ's (Frequently asked Questions)**

**Background Screening and CDC+**

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Who prints and gives the clearance letter to the Consumer Directed Care Plus (CDC+) employer? *APD Area Office thru CDC+ Consultant*

Can and are Area offices supposed to print the clearance letter and provide to CDC+ Employer? *The Area is to print the clearance letter and give to the CDC+ Consultant.*

Where is the Background screening system generated letter maintained? *The clearance letter is generated and maintained in the DCF Caretaker Information Screening System and emailed to the Area Office.*

What system is the clearance letters generated from? *The DCF Caretaker Information Screening System*

Are there System notifications when background Screening results become available? *Yes*

For example, does it email the Area office? *Yes*

Is the Clearance Letter generated by DCF or APD in the Area for CDC+ clients? *APD, however the DCF logo is on the Clearance Letter.*

Who maintains the background screening information and good moral character form? *The CDC+ Employer; a copy will be sent to CDC+ State office.*

Who maintains the background screening materials if the CDC+ employer hires staff from an agency as opposed to hiring a relative? *The Provider Agency. Note: the CDC+ Employer can request that the agency employee bring a copy of letter to the CDC+ consumer's house prior to providing direct care services to CDC+ consumer. This will ensure that the Agency has performed the screening on their agency employee and that the consumer is protected.*

What can a provider share? *The clearance letter and any public record (FDLE) information.*

Who is responsible for the cost of background screening, regardless of the outcome either leading to or denial of employment? *The prospective employee or the CDC+ employer. The CDC+ employer cannot use the CDC+ monthly budget to pay for background screenings.*

I have an employee who was previously screened and their screening has not expired and there has been no break in service from the other employer. Can those screening records be shared with the new employer? Yes

What does the 5 year re-screening procedure consist of? A level 2 background screening that includes the Good Moral Character form, fingerprint submission to FDLE and FBI screening and may include a local criminal record check through the local law enforcement agencies in the county where the employee resides.

How does the participant/employer get a fingerprint card for their area? APD Area office staff can assist.

Where does the prospective employee get their fingerprints completed in their area? APD Area office staff can assist with locating approved vendors. FDLE also posts a list here ([Click Here](#))

Where can the employer get the required OCA and ORI numbers for the live scan? The list of OCA and ORI numbers are posted on the CDC+ website at: [apd.myflorida.com/cdcplus/](http://apd.myflorida.com/cdcplus/)  
The APD Area office staff can also assist.

In the event that additional information or clarification is needed please contact Darlene Golden.

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