



**Date:** November 20, 2018

**To:** APD NW Region Office, APD Waiver Providers, APD Licensed Residential Providers

**Re:** Background Screening Compliance for counties impacted by Hurricane Michael

**Counties affected:** Bay, Franklin, Gulf, Calhoun, Liberty, Jackson, Gadsden, Holmes, Washington

**From:** Daniella Jones, APD Clearinghouse Manager  
Office of the Deputy Director of Operations

**Please read this memo thoroughly prior to hire of any employee.**

As a result of the damage caused by Hurricane Michael, local law enforcement officials have notified APD that they are unable to process local law records checks until January of 2019. In an effort to assist APD Providers to have adequate staffing of our vulnerable consumers during this time of recovery, APD is granting a temporary deferment period for applicant/employee Local Criminal Record Checks until February 15, 2019.

The following requirements must be met for background screening requirements prior to hire during the deferment period:

- Level II Background Screening (FDLE/FBI) – completed using the Clearinghouse Results Website
- APD Affidavit of Good Moral Character
- Employment History Checks

This temporary deferment period allows APD Providers to hire employees without the Local Criminal Records Checks if all other requirements are met prior to hire. Note: this deferment only applies to Local Criminal Records Check for employees living in one of the counties listed above and does not apply to any other background screening requirement.

All Local Criminal Records Checks on new hire employees since October 8, 2018 must be completed no later than February 15, 2019 to be in full background screening compliance with the Agency.



agency for persons with disabilities  
*State of Florida*

**Rick Scott**  
*Governor*

**Barbara Palmer**  
*Director*

If you plan to utilize this deferment period to hire staff or have additional questions, please contact Lyndsey Rodriguez, [lyndsey.rodriguez@apdcares.org](mailto:lyndsey.rodriguez@apdcares.org), at the APD Regional Office. A list of employees hired during this deferment period must be submitted by close of business Friday, February 15, 2019.

*After the deferment period, any employee who refuses to cooperate in the screening or refuses to timely submit the information necessary to complete the screening, including fingerprints if required, must be disqualified for employment in such position or, if employed, **must be dismissed**. 435.06(3), Florida Statutes*

After February 15, 2019, Providers must ensure that all employees with direct client contact have completed all components of the background screening process, including the local criminal records check.