



## **Military Provider Background Check Guide**

### **Florida**

#### *Purpose*

All Florida providers receiving fee assistance for serving U.S. Navy and U.S. Air Force families are required to have completed a Child Abuse and Neglect (CA/N) check. This includes all employees working in the center or facility when children are present. This guide has been created to assist in the process of acquiring the CA/N check for you and your staff.

### **Step 1 – Sign and Submit the Updated ULA**

Child Care Aware® of America (CCAoA) has updated the terms of its Provider User Licensing Agreement (ULA). In order to remain eligible for the military fee assistance programs, all providers must sign an updated copy of the ULA. This can be done by completing the document hosted here: [ULA](#), e-signing via Adobe EchoSign here: [Echosign ULA](#) or by contacting CCAoA directly at 1-800-424-2246, Option 4. The ULA can be submitted to the contact information listed below. Please include your Provider ID# to ensure your account will be updated accordingly.

### **Step 2 – Submit the Staff List and Background Check Verification Form**

A staff list is required from all providers. This form requests consent that CCAoA will receive verification that the applicable checks have been completed for all staff. Child Care Center/ Family Child Care Home staff list may be submitted in lieu of this form, so long as it contains the following: Staff, Volunteer or Household Member Name, date of hire, date of birth and position. The owner, director or Authorized party must also consent that CCAoA will receive verification that the applicable checks have been completed for all staff listed.

The staff list may be downloaded here: [Staff List Download](#)

You may also complete your facility's staff list online and e-sign via Adobe EchoSign by clicking here: [EchoSign Staff List](#)

### **Step 3 – Obtain the Child Abuse and Neglect Registry Check**

All providers in Florida will need to submit documentation showing that a Child Abuse and Neglect Registry (CA/N) Check was conducted, as Florida recently established a CA/N registry database.



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