

DCF Program Office Contacts

DCF Background Screening

Website: <http://www.dcf.state.fl.us/programs/backgroundscreening>
Email: hqw.bgs.helpdesk@myffamilies.com
Phone: (888) 352-2849

DCF Office of Child Care Regulation

Website: www.myffamilies.com/service-programs/child-care
Phone: (850) 488-4900

DCF Substance Abuse and Mental Health

Website: www.myffamilies.com/service-programs/substance-abuse/information-for-providers



Florida Department of Children and Families

**Background Screening
OCA Number Request Form**

A completed OCA request form must be accompanied by a government issued ID

Select 1A or 1B

1A: I DO NOT HAVE A DCF OCA NUMBER

OCA Numbers are issued by or with the permission of the licensing or regulatory authority. If no regulatory authority exists, DCF Background Screening will issue OCA Numbers for those facility types.
Complete 1A, 1C, 2

1B: I HAVE A DCF OCA NUMBER, AND

- I need to make a change and update the facility or provider profile with the Department
Complete 1B, 2, 3
- I am making notification of facility closure
Complete 1B, 1C, 4
- My facility provides services for more than one provider type and I need a new OCA
Complete 1B, 1C, 2

2. Facility Contact Information

Requestor Name:
Requestor Phone:
Facility Name:
Facility Phone:
Facility Mailing Address:
Facility Physical Address:
Facility City & County:
Facility Contact:
Contact Email:

3. Updated Facility Contact Information

Requestor Name:
Requestor Phone:
Facility Name:
Facility Phone:
Facility Mailing Address:
Facility Physical Address:
Facility City & County:
Facility Contact:
Contact Email:

4. Facility Closure

Facility OCA Number:
Date Facility Closed:
Licensing Office Location:
Licensing or Regulation Contact:

1C: Select one

Child Welfare

Submit completed forms to DCF Background Screening

- Foster Care
- Child Placing Agency
- Child Caring Agency Group Home
- Agencies contracted to provide services for DCF

Mental Health

Submit completed forms as directed by Mental Health Licensing or Regulatory Entity

- BOTH Substance Abuse and Mental Health
- Mental Health ONLY

Substance Abuse

Submit completed forms as directed by Substance Abuse Licensing or Regulatory Entity

- SA Program (Licensed and/or Contracted to provide services for Adults ONLY)
- SA Program (Licensed and/or Contracted to provide services for children or developmentally disabled)
- Certified Recovery Residents
- Certified Recovery Residents Administrator

Summer Camp

Submit completed forms to DCF Background Screening

- Summer Camp

DCF General/Other

Submit completed forms to DCF Background Screening

- Non-Licensed After School or Enrichment Program
- Homeless, Emergency or Day Shelter
- Membership Organizations

Child Care

Submit completed forms to DCF Office of Child Care Regulation

- Licensed Child Care or Day Care
- Family Day Care Home
- Religious Exempt
- Licensed After School or Enrichment Program