

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

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Meeting Date: August 19, 2025	<input checked="" type="checkbox"/> [X]	Consent	<input type="checkbox"/> []	Regular
	<input type="checkbox"/> []	Ordinance	<input type="checkbox"/> []	Public Hearing

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Justice Services

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) **approve** the Florida Department of Law Enforcement's (FDLE) Volunteer & Employee Criminal History System (VECHS) Application for Qualified Entities authorizing the Department of Public Safety Division of Justice Services (PSDJS) to process level II criminal history background screenings for Youth Reentry applicants, employees, and volunteers; and
- B) **delegate authority to** the County Administrator or designee to sign future VECHS applications, user agreements, amendments and/or renewals for criminal history background screenings for PSDJS Youth Reentry applicants, employees, and volunteers.

Summary: PSDJS works with Palm Beach County youth returning from incarceration. Level II criminal history background screenings are permitted by sections 943.0542 and 435.04, Florida Statutes, for individuals providing care to children (unmarried and unemancipated minors). The VECHS program is designed for organizations that provide care or care placement services to vulnerable populations, including children, the elderly, and the disabled. The PSDJS Youth Reentry Program staff provide case management and support services to youth and families, including, but not limited to, direct contact with youth and any minor siblings; transportation of youth clients to services; home, school, and community youth client visits; and direct supervision and care of youth clients during service delivery. Level II background checks are a mandatory compliance requirement tied to certain funding sources. **Countywide** (RS)

Background and Justification: In Florida, VECHS Level II background checks are a type of criminal history record check required for individuals in positions of trust with vulnerable populations, such as children, elderly, and disabled. Through the VECHS program, the Florida Department of Law Enforcement and the Federal Bureau of Investigation provide state and national criminal history record information for applicants, employees, and volunteers to qualified organizations in Florida.

Attachment:

- 1) VECHS Application for Qualified Entities (2)

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Recommended By: <u></u>	<u>1/18/25</u>
Department Director	Date

Approved By: <u></u>	<u>8/2/25</u>
Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	2025	2026	2027	2028	2029
Personal Services					
Operating Expenses					
Capital Outlay					
Grants & Aids					
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	*				

ADDITIONAL FTE
POSITIONS (Cumulative) 0 0 0 0 0

Is Item Included In Current Budget? Yes X No
Is this item using Federal Funds? Yes No X
Is this item using State Funds? Yes No X

Budget Account Exp No: Fund 0001 Dept. 660 Unit 5698 Obj. 4901

B. Recommended Sources of Funds/Summary of Fiscal Impact:
* Financial impact is indeterminable at this time. It is dependent on the number of employee/volunteer screenings. The charge for each request is \$36/employee and \$28/volunteer. The retention fee is \$6/employee/volunteer.

C. Departmental Fiscal Review: [Signature] 7/15/25

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signature] 7/22/25 OFMB [Signature] 7/23/25 Contract Dev. And Control

B. Legal Sufficiency: [Signature] 7/24

[Signature] 7/23/25
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment



VECHS

Volunteer & Employee Criminal History System Application for Qualified Entities

Thank you for your interest in the Florida Department of Law Enforcement's Volunteer and Employee Criminal History System (VECHS) program!

VECHS (pronounced "vecks") is an acronym for the Volunteer & Employee Criminal History System at the Florida Department of Law Enforcement (FDLE). The VECHS program was implemented in 1999 and is authorized under the National Child Protection Act (NCPA) (1993), as amended, and Florida Statute 943.0542.

FDLE's VECHS program is intended for entities providing services specifically focused on one or more of the vulnerable populations. Qualified entities meeting the criteria set forth by the NCPA and the Federal Bureau of Investigation (FBI) are able to screen approved employees and/or volunteers providing services as described in the application's summary of services. If you are unsure as to whether your entity qualifies for the VECHS program, the FDLE's VECHS Eligibility Guide, made available on our website, may provide guidance and further insight.

Please use the attached VECHS Application for Qualified Entities to provide the FDLE with the necessary information to determine whether your entity falls within the guidelines and parameters set forth by the NCPA, as amended, the FBI, and Florida Statute 943.0542. Once the FDLE VECHS Team has made a determination on your eligibility, you will be contacted with further instruction on how the entity's user agreement between the FDLE and the qualified entity will be executed.

Qualified entities have the option to participate in FDLE's Applicant Fingerprint Retention and Notification Program (AFRNP). Retaining fingerprints in the AFRNP allows your entity the ability to receive in-state arrest hit notifications for employees and volunteers. Additionally, a full re-screening would be unnecessary as the entity would have the ability to submit a FBI resubmission to receive updated national criminal history results. The national fee for resubmission is:

- a. \$12.00 for each employee, invoiced to your billing address
- b. \$10.00 for each volunteer, invoiced to your billing address

The cost for the first year of fingerprint retention is included in the initial criminal history record check fee. After the first year of retention, your entity will be invoiced an annual \$6.00 retention fee for each set of employee and/or volunteer fingerprints you choose to continue retaining.

Note: Private schools receiving scholarship funding are required by the Florida Department of Education (DOE) to retain employee fingerprints. If you are a private school and are unsure of the specific requirements for your entity, please contact the DOE for further guidance.

VECHS

Volunteer & Employee Criminal History System

Application for Qualified Entities

Florida Department of Law Enforcement
Criminal History Services
Phone: (850) 410-8161 FDLEVECHS@fdle.state.fl.us



The National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes allows for the creation of the VECHS program. Through this program, FDLE and the Federal Bureau of Investigation (FBI) provide state and national criminal history record information on applicants, employees, and volunteers to qualified organizations in Florida. With this criminal history information, the organizations can more effectively screen out current and prospective volunteers and employees who are not suitable for contact with children, the elderly, or the disabled.

To be qualified to participate in the VECHS program, an organization (public, private, profit, or non-profit) must provide "care" or "care placement services" to children, the elderly, or the disabled.

Entity Information

Entity Name:	Palm Beach County Public Safety Department Youth Reentry Program				
Mailing Address:	301 N. Olive Avenue				
	Street Address			Unit#	
	West Palm Beach	FL	33401	Palm Beach	
	City	State	Zip	County	
Physical Operating Address:					
	Street Address			Unit#	
	City			State	Zip
<input checked="" type="checkbox"/> Check here if Physical Address is same as Mailing Address					

Contact Information

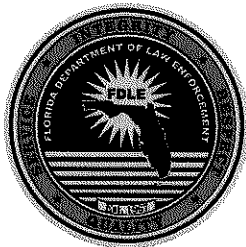
Contact Person:	Randi Taylor		
Phone:	561-355.6878	Ext:	
E-mail Address:	RTaylor1@pbc.gov	Fax:	
Entity Head: (Please Print)	Stephanie Sejnoha	E-mail Address:	SSejnoha@pbc.gov

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Summary of Services

Legal Type of Entity:

☒ Governmental (Public)

☐ Private, Non-Profit

☐ Private, For-Profit

Are you designated as 501(c)(3) with the United States Internal Revenue Service?

☐ Yes

☒ No

If yes, please provide verifying documentation, such as IRS determination letters.

Please check all that apply to the service(s) that your entity provides to children, the elderly, or the disabled:

Vulnerable Population Served	Care or Treatment	Education, Training, or Instruction	Supervision	Recreation	Care Placement
Children	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Elderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please describe in detail the services your entity will provide and how those services will impact children, the elderly, or the disabled (continue on a separate page, if necessary):

Please see description on separate page attached.

Are you a K-12 private school?

☐ Yes

☒ No

If yes, are you receiving or applying to receive scholarship funds?

☐ Yes

☒ No

Once approved, please indicate your participation in the Applicant Fingerprint Retention and Notification Program (AFRNP):

☐ No Participation

☒ Employee & Volunteer Retention

☐ Employee Retention Only

☐ Volunteer Retention Only

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Phone: (850) 410-8161 FDLEVECHS@fdle.state.fl.us

Do you understand that current or prospective employees and volunteers that are otherwise statutorily required to receive a state and national criminal history record check are not eligible for the VECHS Program?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you plan to request state and national criminal history record checks on employees and volunteers currently residing outside the state of Florida? If yes, please explain:	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are you currently required by state statute to obtain state and national criminal history record checks on any of your current or prospective employees and volunteers?	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, what state agency monitors your entity and requires these criminal history record checks? Please check all that apply:	
<input type="checkbox"/>	Florida Department of Children and Families (DCF)
<input type="checkbox"/>	Florida Department of Education (DOE)
<input type="checkbox"/>	Florida Agency for Healthcare Administration (AHCA)
<input type="checkbox"/>	Florida Department of Elder Affairs (DOEA)
<input type="checkbox"/>	If Other(s), please explain below:
<div></div>	

It is your responsibility to determine if your entity is otherwise statutorily required to complete criminal history record checks on current or prospective employees and volunteers. Please verify your statutory requirements for record checks with one of the above agencies or Florida Statutes before submitting your application. If you have contacted these agencies and still have questions regarding eligibility, please contact the FDLE VECHS Program at (850) 410-8161 or at FDLEVECHS@fdle.state.fl.us.

Please submit your completed application to FDLE using the information below. Applications may be submitted by regular mail, e-mail, or fax, but must be typed.

Florida Department of Law Enforcement
Criminal History Services
ATTN: VECHS
P.O. Box 1489
Tallahassee, FL 32302-1489
FDLEVECHS@fdle.state.fl.us
Fax: 850-488-4424

Signature of Entity Head:_____

Date:_____

The Palm Beach County Public Safety Department, Division of Justice Services, Youth Reentry Program provides the following:

Youth Reentry Program case managers, community outreach specialists, and supervisory staff provide case management and support services to all youth (unmarried and unemancipated minors) returning to Palm Beach County from any juvenile justice incarceration (reentry youth). Services provided to reentry youth include case management, case planning, transportation, service referrals and coordination for treatment, prosocial activities, supervision of activities, community service projects, education and employment classes and assistance, job placement, supported and supervised on-the-job training, housing assistance, and any other services pertinent to serving any youth and/or adults returning from incarceration for charges that originated in the juvenile justice system. The Youth Reentry Program also may provide for basic needs of reentry youth, including clothing, hygiene supplies, medication, technology assistance, identification assistance, groceries, hot meals, household goods, and any other items deemed critical to meet basic needs.

This work centers on serving reentry youth, but also includes supporting the needs of their entire families, including interactions with parents, guardians, and siblings. Youth Reentry Program involvement is voluntary and parents of reentry youth or no-minor clients must provide written consent to participate. This program interfaces with the Florida Department of Juvenile Justice (DJJ) through a Memoranda of Understanding (MOU), but is not a DJJ-contracted provider required or able to utilize the DJJ background screening processes.

Examples of daily staff interactions with reentry youth include transportation to behavioral health appointments or probation officer visits, meetings teaching job readiness, assistance with applications for employment, facilitating community service projects, transportation to the store to purchase basic hygiene supplies and clothing after return from incarceration, attending multidisciplinary staff meetings to support reentry case plans, facilitating reentry peer groups pre- and post-release, providing training to clients, transporting clients to get an identification card and other important documents, completing risk/needs assessments and developing reentry case plans for youth and families, and assisting guardians in accessing social services and housing assistance.

The Youth Reentry Program is incorporated within the Palm Beach County's Public Safety Department, under the Division of Justice Services. It is overseen by a Senior Program Specialist and the Manager of Criminal Justice Programs, who oversees all of the County's reentry services. There is also oversight from the Justice Services Division and Public Safety Department Directors.



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Mailing Address:	301 N. Olive Avenue			
	Street Address			Unit#
	West Palm Beach	FL	33401	Palm Beach
	City	State	Zip	County
Physical Operating Address:				
	Street Address			Unit#
	City	State	Zip	County

☒ Check here if Physical Address is same as Mailing Address

Contact Information

Contact Person:	Randi Taylor		
Phone:	561-355.6878	Ext:	
E-mail Address:	RTaylor1@pbc.gov	Fax:	
Entity Head: (Please Print)	Stephanie Sejnoha	E-mail Address:	SSejnoha@pbc.gov

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