



RICK SCOTT
GOVERNOR

CHARLES T. CORLEY
INTERIM SECRETARY

MEMORANDUM

NOTICE #: 022311-2-I-SWCBS

TO: Area Agency on Aging Executive Directors

FROM: Charles T. Corley, Interim Secretary

DATE: February 23, 2011

SUBJECT: Notice of Instruction: Background Screening

The purpose of this Notice is to provide Area Agencies on Aging (AAAs) with guidance regarding payment of the background screening retention fee for Home Care for the Elderly (HCE) caregivers. This instruction is a companion to Notice #: 102610-1-I-SWCBS.

- Effective immediately lead agencies are authorized to use HCE code, “OTBKRV,” for “other-background screen-retention - vendor.”

The Department appreciates your cooperation and continued efforts to assist in background screening implementation and retention. If you have any questions, please contact your contract manager.

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