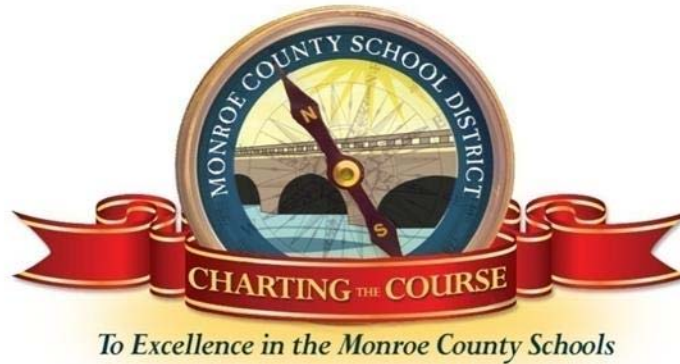


MARK T. PORTER  
*Superintendent of Schools*



*Members of the Board*

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BOBBY HIGHSMITH  
*Chairman*

*District # 2*  
ANDY GRIFFITHS

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JOHN R. DICK

*District # 5*  
RONALD A. MARTIN

## **PROCEDURES FOR VENDOR/CONTRACTOR PROCESSING AT THE MONROE COUNTY SCHOOL DISTRICT**

Below are the procedures established by the Monroe County School Board regarding compliance with the Jessica Lunsford Act and to assist you in applying for Level II background screening. If you have any questions please contact the Human Resources office at 305-293-1400 ext. 53328 or email [Maria.Castro@KeysSchools.com](mailto:Maria.Castro@KeysSchools.com) for assistance.

1. Each company (1 per company) needs to complete and submit the sworn statement form.
2. Each individual employee needs to visit <http://pats.monroe.k12.fl.us/CATS/vcn.nsf> to register as a user and then submit their application online (this is a secure web site). Applications must be completed online and in full. Please check your “*To Do*” list to insure that all sections have been completed.
3. If the vendor applicant does not have the ability to attach the required documents (copy of their DL and SS card) they must bring them (copies) when they present themselves for processing; if they come to Key West or Tavernier we can make copies for them. They will be asked to present their picture ID for verification when they arrive and a copy of their Social Security card is mandatory component of the process.
4. All vendor applicants must provide verification to MCSD of their work eligibility. Each contracting company can do this for employees by enrolling in the free E-Verify service provided by the U.S. Citizenship and Immigration Services at their website: <https://www.uscis.gov/e-verify/e-verify-enrollment-page>.

The employer enrollment and verification process is quick and easy. Once the verifications for each employee is received that have applied, please send us the “Employment Authorized” forms.

5. In an effort to provide courteous and timely service to all of our clients, fingerprinting in Key West or Tavernier is done by appointment – we are open Monday-Friday from 8:00 a.m. - 5:00 p.m. Please request that an administrator (or administrative designee) contact our office in advance to make these arrangements and to allow us to serve you better. We approximate the processing wait time for each person to be 10-15 minutes.
6. The cost of processing is \$74.00 for each applicant and must be paid at the time of fingerprinting. This may be paid in the form money order or credit card. You will be presented with a receipt for your records. The district does not provide billing services.
7. The renewal cycle is 5 years. If an applicant is arrested during this time they will be reviewed again and may lose access privileges to the district facilities/grounds.
8. Pictures for ID Badges will be taken when the applicant is fingerprinted. Applicants cannot be approved/cleared and ID Badges released until all documents have been received and reviewed by staff (sworn statement, DL, SS, fingerprint report). ID Badges can be picked up, mailed, given to a specific school/department. The fingerprint results are usually returned between 24 – 48 hours, HOWEVER, it can take longer and we have no control of this timeframe.

ID Badges must be worn when on district premises and all applicants still need to check in through the front office at each school when on campus.

Replacement cost for an ID Badge and/or lanyards is \$5.00.

It is the vendor's responsibility to return badges to the Monroe County School Board when an applicant terminates employment with their agency or upon request of the Monroe County School Board.