

SAVES Program

(Skills for Academic Vocational and English Studies)

DCF Eligibility Documents and Trainings

Listed below are the DCF documents required for all SAVES employees for Contract XK056 - August 12, 2022, to August 12, 2023.

I acknowledge receipt of the following documents:

Item #	Description	Initials
1	CF Operating Procedure No. 180-4. Office of Inspector General, Mandatory Reporting Requirements Form, Whistleblower's Act Requirement including the Hotline No. 1-800-543-5353.	
2	CF Operating Procedure 215-6 Incident Reporting and Analysis System (IRAS) Hotline Number 1-800-96ABUSE (22893).	
3	Office of Inspector General Notification/Investigation Report CF 1934.	
4	Support to the Deaf or Hard of Hearing Attestation Form (Due Annually) ➤ Signed copy in personnel file	
5	Customer or Companion Communication Assessment and Auxiliary Aid Service Record CF 761.	
6	DCF Customer/Companion Feedback Form CF-0744 <i>(To be completed by clients/customers who are Deaf or Hard-of-Hearing Only)</i>	
7	Security Awareness Training (Due Annually) SecurityAwarenessInternet (myflfamilies.com) ➤ Certificate required in personnel file and District Office	
8	Eligibility Guide https://www.myflfamilies.com/service-programs/refugee-services/eligibility-guide.shtml	
9	Health Insurance Portability and Accountability Act (HIPAA) (Due Annually) HIPAA-Internet (myflfamilies.com) ➤ Certificate required in personnel file and District Office	
10	Serving our Customers who are Deaf or Hard of Hearing Training (Due Annually) Auxiliary Aids Plan - Individuals with Disabilities - Florida Department of Children and Families (myflfamilies.com) ➤ Signed copy in personnel file	
11	Access Confidentiality and Nondisclosure Agreement ➤ Signed copy in personnel file	
12	Affidavit of Good Moral Character (ONLY FOR NEW HIRE)	

Name _____ School Name _____

Signature _____ Date _____

**Copies of the above-mentioned documents have been placed in the SAVES WEBSITE Contract XK056,
August 12, 2022 - August 12, 2023**