State of Florida
Department of Children and Families

Ron DeSantis
Governor

Kathryn Williams
Interim Secretary

DATE: November 17, 2026

TO: All DCF Staff, Contractors, and Sub-Contractors

FROM: Brooke Bass, Assistant Secretary for Child & Family Well-Being BB

SUBJECT: Mandatory Reporting Requirements, Falsification of Official Records, and Required OIG Advisory Acknowledgments

PURPOSE: This memorandum serves to remind all Department of Children and Families (DCF) staff, contractors, and sub-contractors of their statutory responsibilities regarding mandatory reporting of suspected child abuse, neglect, or abandonment; and vulnerable adult abuse, neglect, or exploitation pursuant to sections 39.201, 39.205, and 415.1034, Florida Statutes (F.S.).

In addition, this memorandum serves to highlight the requirements regarding the accuracy and integrity of official records, and the potential consequences of falsifying such records, pursuant to sections 837.06 and 839.13, F.S.

BACKGROUND: *Mandated Reporting*- Florida law requires any person who knows or has reasonable cause to suspect that a child is being abused, neglected, or abandoned to immediately report such knowledge or suspicion to the Florida Abuse Hotline. Failure to report known or suspected child abuse, neglect, or abandonment may constitute a third-degree felony pursuant to section 39.205, F.S. Similarly, Florida law also requires any person who knows or has reasonable cause to suspect that a vulnerable adult has been or is being abused, neglected, or exploited to report such knowledge or suspicion to the Florida Abuse Hotline pursuant to section 415.1034, F.S.

Falsification of Official Records- Florida law also prohibits the falsification, alteration, concealment, or destruction of official records and establishes criminal penalties for such violations. Violations may constitute a first-degree misdemeanor or felony. Official records include paper or electronic documentation maintained in the course of performing official job duties including documentation entered into the Department's databases or files submitted to the court. Falsification is not limited to written narratives. It may also involve inaccurately documenting activities, selecting information from a dropdown menu, or checking a box indicating that an activity or required step was completed when it was not. Examples of records subject to these requirements include documentation related to child protective investigations, child protective supervision, adult protective investigations, adult protective supervision, patient observations, mental health treatment, and other official duties.

Knowingly falsifying, altering, destroying, defacing, overwriting, removing, or discarding official records may constitute a third-degree felony. If such conduct contributes to great bodily harm or the death of an individual in the care and custody of a state agency, it may constitute a second-degree felony.

INFORMATION FOR DCF AND CONTRACTED STAFF: In Fiscal Year 2025-2026, almost half of the allegations investigated by the Office of Inspector General (OIG) were acts of falsification. As part of the Department's commitment to continuous improvement, we are introducing a new process for receiving notifications and advisories from OIG.

Beginning on Thursday, November 5, 2026, all department-wide OIG notifications and advisories will be sent via the Department's learning management system – My FL Learn. An email will be sent from My FL Learn anytime advisories are assigned. This process was used to distribute the following advisories via My FL Learn to all Department employees and contracted staff:

- Cybersecurity Awareness (OIG Advisory 2026-03) – (Assigned on 11/5)
- Falsification of Records (OIG Advisory 2026-02) – (Assigned on 11/6)
- Florida Abuse Hotline Mandatory Reporting (OIG Advisory 2026-01) – (Assigned on 11/6)

As a reminder, individuals who know or have reasonable cause to suspect abuse, neglect, abandonment, or exploitation must report their concerns to the Florida Abuse Hotline.

Reports to the Florida Abuse Hotline may be made through the following methods:
Telephone: 1 (800) 96-ABUSE [1 (800) 962-2873]
TTY: 1 (800) 955-8771
Online: https://reportabuse.myflfamilies.com/s/

ACTION REQUIRED: All Department employees and contracted staff should log into their My FL Learn account, review and acknowledge the advisories listed above within 30 days of assignment.

To review and acknowledge an assigned training and/or advisory:

1. Access the training/advisory directly from the email digest sent by My FL Learn
2. Select Launch on the Training Details page.
3. Review the document, then select "Mark Complete" in the upper right corner.
4. Read the acknowledgement then select "Acknowledge".

If you experience issues accessing My FL Learn or completing the acknowledgment, please email the My FL Learn Help Desk.

Please share this memorandum with all staff.

CONTACT INFORMATION: If you have any questions regarding this memorandum, please contact Brynn Roberts, Policy Specialist, at Brynn.Roberts@myflfamilies.com.

cc: Community Directors
Community Based Care Lead Agency CEOs