



April 29, 2026

Dear Administrator,

The University of Florida remains steadfast in its commitment to providing a safe and secure environment for all children connected to our enterprise. As National Child Abuse Prevention Month comes to a close, UF Youth Compliance proudly reinforces this commitment through ongoing education and training that support a culture of safety and accountability.

Under Board of Governors Regulation 3.002, [Penalties for Failure to Report Child Abuse](#), administrators—defined as high-level personnel responsible for university-wide academic or administrative functions—are legally required to report child abuse. Any failure to report may result in civil monetary penalties assessed against the University of Florida, reinforcing the critical role administrators play in protecting children and ensuring compliance with state regulations.

This memorandum outlines the following: (1) administrator position titles subject to reporting requirements; (2) mandatory reporting obligations for administrators; (3) institutional penalties for failure to report suspected child abuse; (4) reporting procedures involving the Florida Department of Children and Families (DCF) Abuse Hotline and UF Youth Compliance; and (5) the annual Mandatory Reporting of Child Abuse Training.

1. Administrators

university president, provost, senior/executive vice presidents, vice presidents, associate vice presidents, associate/vice provosts, deans, chief of police, equal opportunity programs director, intercollegiate athletics director, internal audit director, Title IX coordinator and university compliance officer.

2. Reporting Obligations

(a) Each administrator who receives information from university faculty, staff or other employees of known or suspected child abuse, abandonment or neglect committed on the property of the university or during an event or function sponsored by the university is required to report such information to the DCF Florida Abuse Hotline.

(b) Each law enforcement agency that receives information of known or suspected child abuse, abandonment or neglect committed on the property of the university or during an event or function sponsored by the university is required to report such information to the DCF Florida Abuse Hotline.

3. Penalties for Failure to Report

(a) A fine of \$1 million shall be assessed against a university in the event the Board of Governors determines that a university administrator knowingly and willfully failed to report known or suspected child abuse, abandonment or neglect to the DCF Florida Abuse Hotline as set forth in paragraph (2)(a), or knowingly and willfully prevented another person from doing so.

- (b) A fine of \$1 million shall be assessed against a university in the event the Board of Governors determines that a university law enforcement agency knowingly and willfully failed to report known or suspected child abuse, abandonment or neglect to the DCF Florida Abuse Hotline as set forth in paragraph (2)(b).

4. Report abuse to the DCF Florida Abuse Hotline and UF Youth Compliance

Step 1: Report abuse to the DCF Florida Abuse Hotline

Immediately report the abuse to the DCF Florida Abuse Hotline via one of the following methods and provide your UF email:

- Telephone: 1-800-962- 2873 (24-hour hotline)
- Fax: 1-800-914-0004
- TTY: 1-800-955-8771 or 711 (Florida Relay)
- [Online Report](#) (professional reporters encouraged to create an account)

Step 2: Save DCF Florida Abuse Hotline screening email and all electronic correspondence

The DCF Florida Abuse Hotline will provide reporters with a screening email. The email confirms report was submitted and informs the reporter whether the abuse report was accepted or denied for investigation.

Step 3: Notify your supervisor

Discuss the details of the child abuse report with your direct supervisor.

Step 4: Report abuse to UF Youth Compliance

- Submit [Incident Report Form](#)
- Upload DCF Florida Abuse Hotline screening email and all electronic correspondence from DCF

5. Mandatory Reporting of Child Abuse Training

Completion of the Mandatory Reporting of Child Abuse training (course code: YCS100) is required for all administrators as defined by Board of Governors Regulation 3.002, as well as all faculty, staff, students and volunteers who engage with minors on behalf of the UF enterprise.

Administrators play an important role in maintaining awareness of and approving all youth programs, activities and events conducted within their respective college, department or unit. UF Youth Compliance provides institutional guidance, procedures and policy support for youth activities affiliated with the University of Florida. To request assistance or schedule a meeting with UF Youth Compliance, please [book a consultation](#). For additional questions or concerns, contact youth-compliance@ufl.edu.

Resources

[Reporting Child Abuse](#)

[Youth Compliance & Child Abuse Reporting Policy](#)

[Department of Children and Families](#)

Sincerely,

Sophia Andrews and Lamesha Lane
UF Youth Compliance