



April 1, 2025

Dear Administrator,

The University of Florida aims to maintain a safe environment for children affiliated with our institution. April serves as National Child Abuse Prevention Month and UF Youth Compliance reaffirms our commitment to child safety through education and training.

Board of Governors Regulation 3.002, [Penalties for Failure to Report Child Abuse](#) defines administrators as high level personnel who have been assigned the responsibilities of university-wide academic or administrative functions. Administrators have an obligation to report child abuse, and the University of Florida is subject to civil monetary penalties for any failure to report.

This memo includes (1) a list of administrator position titles, (2) administrator reporting obligations, (3) institutional penalties for failure to report, (4) reporting method to the Department of Children and Families (DCF) Florida Abuse Hotline and UF Youth Compliance and (5) the new 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 intake email and all electronic correspondence

The DCF Florida Abuse Hotline will provide reporters with an intake email. The email informs the reporter if 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 Youth Compliance

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

#### 5. New Training: Mandatory Reporting of Child Abuse

The new Mandatory Reporting of Child Abuse training (course code: YCS100) is required annually for administrators as defined by BOG 3.002 and all faculty, staff, students, and volunteers who will engage with minors on behalf of the UF enterprise. The training is designed to inform employees of their general, professional, and/or State University System Administrator reporting obligations. Training available April 4, 2025.

It is important for administrators to have an awareness and approve all youth programs, activities, and events that take place in your respective college, department, or unit. UF Youth Compliance provides guidance, procedures, and policy for youth activities affiliated with our institution. To schedule a meeting with UF Youth Compliance, please [Book a Consultation](#). For additional questions or concerns, please email [youth-compliance@ufl.edu](mailto:youth-compliance@ufl.edu).

#### Resources

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

[F.S. 39.205](#) Penalties relating to reporting of child abuse, abandonment, or neglect.

[Department of Children and Families  
Reporting Child Abuse](#)

Sincerely,

*Sophia Andrews*

Sophia Andrews

Assistant Director | Youth Compliance