

Spring Creek Church of the Brethren

Volunteer Child Protective Services Law Mandated Clearances

January 1, 2017

Dear Volunteer,

Effective January 1, 2015, there were a number of changes in Pennsylvania's Child Protection Services Law (CPSL) that impact volunteers (age 18 and above) working with children or youth in a church or community organization.

You have been identified as an individual that has served in some capacity in one or more of our children and/or youth programs. The changes in the CPSL will require you to have a current (no more than 3 years old) child abuse clearance and a State Police criminal clearance. These will be provided for volunteers free of charge by the Commonwealth of Pennsylvania. Also, if you have not been a resident of the State of PA continuously for the last 10 years, you will need to secure an additional FBI criminal clearance (there is a fee for this clearance which the Church will assume). If you already have one or more of these clearances, the clearance is only valid if it was issued within the last 36 months. If you already have a current clearance that was obtained for your employer or another organization, a copy of that clearance can be provided to the Church in lieu of obtaining a new/original one. Updated clearances will need to be resubmitted every 36 months (3 years) for all volunteers.

This document includes instructions regarding how you can obtain the required clearances. Complete information and internet links to each of the required clearance portals can be found at www.keepkidssafe.pa.gov. If you have questions or need assistance with this process, please contact Sandy Pintarch (spintarch33@gmail.com or call 566-3875). *The fastest way to obtain clearances is to do so electronically (through the internet) accessing the site listed above. However, if you prefer to request them by paper, through the mail, you can obtain the appropriate forms through the Church office.*

You will also need to complete the Verification of Residency and Acknowledgement of Responsibilities forms and submit them to the Church along with your clearances. It is preferred that you submit both clearances and the two forms at one time, in a sealed envelope. They can be deposited in the mailslot outside the office. Please keep copies for your personal files.

What Does It Mean to Be a Mandated Reporter?

In addition to the requirements that all volunteers must have clearances, the current CPSL includes volunteers as those individuals who are considered to be MANDATED REPORTERS of CHILD ABUSE. This means that if a volunteer suspects a child is being abused at home, at school or in the community, or even while in the Church or during any church sponsored program or event, the volunteer must report those suspicions DIRECTLY to the State's Child Abuse Hotline, by calling 1-800-932-0313. It is no longer sufficient to merely report the information to a staff member or the coordinator of a program, assuming that the matter will be handled appropriately. Not reporting suspicious injuries to a child may result in criminal charges against any individual listed as a mandated reporter. As a Church, we are always concerned with the safety and protection of God's children, and therefore encourage all Church members to do everything possible to ensure the Church provides an environment where our children and youth can feel safe and protected.

Thank you for your dedicated involvement in the children and youth ministry of our Church.

In His Service,

The Ministry & Worship Commission

Spring Creek Church of the Brethren

Volunteer Child Protective Services Law Mandated Clearances

Verification of Residency

To All Volunteers:

Please sign this form which is included to acknowledge your receipt of notification regarding your need to apply for updated Child Abuse and State Police clearances, and to verify your residency which will be used to determine if an FBI clearance is needed. The signed form should then be enclosed in a sealed envelope and be deposited in the Church's secure mail box/slot located to the left of the Church office door, along with all required clearances and a signed copy of the Acknowledgement of Responsibilities Related to the PA Child Protective Services form.

Verification of Residency – YOU MUST CHECK THE APPROPRIATE BOX

An FBI clearance is NOT needed if you have been a resident of the State of Pennsylvania CONTINUOUSLY for the past 10 years. The Church is permitted to accept your personal verification of your status related to residency:

I have been a resident of the State of PA continuously for the past 10 years. I also affirm that I do not have any convictions outside of the State of Pennsylvania for any offense that would be reported on an FBI clearance, including violent crimes (murder, non-negligent manslaughter, forcible rape, robbery, aggravated assault) and property crimes (burglary, larceny-theft, motor vehicle theft, arson).

NOTE: If you live outside of the State for part of the year, please describe below:

I have NOT been a resident of the State of PA on a continuous basis for the last 10 years, and understand that I will have to submit an FBI clearance, requiring me to visit an approved center for fingerprinting. Spring Creek will provide reimbursement to you for this expense. A form and additional information regarding this process will be forwarded to you.

Volunteer Name (print)

Volunteer Signature

Date

Spring Creek Church of the Brethren

Volunteer & Church Staff

Acknowledgement of Responsibilities

Related to the PA Child Protective Services Law (CPSL)

CHECK

Yes No

 I understand that under the PA CPSL, as a volunteer or as a paid church staff member, I am considered to be a mandated reporter. I must contact the PA Dept of Human Services / ChildLine directly to report any situations where there is reasonable cause to suspect that a child has been a victim of child abuse. Telling another volunteer or staff member of the possible abuse does not relieve me of the responsibility of this direct report. Information about the Child Protective Services Law and reporting child abuse can be found at www.keepkidssafe.pa.gov.

Report Child Abuse – Call ChildLine at 800-932-0313

 I understand that at no time should I, or another volunteer or staff member, conduct an investigation of any suspected child abuse prior to making the required report to ChildLine.

 I understand that maltreatment of a child that must be reported may be either physical or sexual in nature, and that it may be a result of inappropriate behavior that has occurred outside of the church setting (i.e. at home, school, other child-serving organization such as a sport team, Scouts, etc.), or within the church setting or church related event or activity. The alleged perpetrator of the abuse can be a volunteer, staff member, or other individual age 14 or above.

 I understand that as a volunteer or church staff member it is my responsibility to protect children participating in any activity or event from physical, mental, or sexual abuse or inappropriate contact or interaction with others. I agree that if I observe such behavior, I will report said activity to PA Department of Human Service Child Abuse Hotline, and the Pastor or other responsible church staff member, and I will take immediate steps, when necessary, to remove the child from any church setting or supervision that is putting a child in jeopardy of abuse or mistreatment.

Name of Volunteer / Church Staff Member (PRINT)

Date

Signature of Volunteer / Church Staff Member

Spring Creek Church of the Brethren

ONLINE APPLICATION DIRECTIONS CHILD ABUSE HISTORY AND STATE POLICE CRIMINAL HISTORY CLEARANCES August 2015

Child Abuse History Clearance:

- 1) Access the application process either through:
 - a. www.keepkidssafe.pa.gov - left side of homepage
 - b. www.dhs.state.pa.us – find link to “keepkidssafe” on the left side of the homepage
 - c. Make sure you allow about 45 minutes to complete the application online (an average). You may be timed out IF you exceed the time allotted by the website to complete the application; if you receive the message about timing out, make sure you respond that you want to continue. If you time out, you will have to start the process again.
- 2) On the “keepkidssafe” homepage, hit “Clearances” on the left side. This will take you to the State’s child abuse clearance and child abuse reporting website (www.compass.state.pa.us/cwis)
- 3) Select “ONLINE” to expedite the process to obtain your clearance. Clearances sought online will be available immediately upon completion of the application. Those that are requested via mailing the application will take up to 4 weeks to obtain.
 - a. NOTE: if you need assistance to apply online, contact Sandy Pintarch at spintarch33@gmail.com. If you prefer to apply by mail, you can obtain a paper application through the Church office.
- 4) If you have not previously created an individual account, select “Create Individual Account.”
- 5) Select #2: “Create Keystone ID: Profile Information.” Complete each field, and write down the Keystone Key you created.
- 6) When all the required information is entered, select “finish.” Close the browser/website.
- 7) A temporary password will be sent to your email. Write this password down, and return to the website following the same directions as 1-3 above.
- 8) Check “PA Child Abuse History form,” select “Create Individual Account” and under “Welcome” hit “Child Welfare Portal.”
- 9) Select “individual Login, Access My Clearances.”
- 10) Read the information, and hit “continue” at the bottom.
- 11) Enter your original Keystone Key you created. Enter the temporary password given by the State.
- 12) Login. You will be prompted to re-set your password. Follow directions regarding the type of characters which must be included when creating your personal password.
- 13) You will be taken to a page with terms and conditions. Check the button “I have read and agree to the terms.”
- 14) Hit “Next” at the bottom. On the next page, read the information about the website. Hit “Continue” on bottom right.
- 15) Select “Create Clearance Application.” Read the page and hit “Begin” on the bottom right.
- 16) Under “Application Purpose” hit the first button, “Volunteer having contact with children.”
- 17) Select “Other” as the volunteer category. Under Agency Name, type “Spring Creek Church of the Brethren.”
 - a. Note: If you make a mistake typing in the name, you can’t backspace to delete a letter. Instead, highlight the entire entry, hit “delete” on your keyboard, and re-type correctly.

- 18) Hit "Next" at bottom.
- 19) Verify the program has auto-entered your name correctly. Select "yes" to provide Social Security number (SSN).
- 20) Answer the question regarding the use of any other previous names.
- 21) Hit "+" to add your contact number (i.e. mobile, home phone, etc.). Hit "Next."
- 22) Enter your current address information. Answer "yes" to have a paper version of the certificate mailed to you. Hit "Next."
- 23) Enter all previous addresses where you have lived, per the instructions. Hit "Next" when all addresses have been added.
- 24) Enter all household members with whom you have lived, per the instructions. Hit "Next" when finished.
- 25) Check that all information has been correctly entered.
- 26) Provide your "e signature." (Just type your first and last names)
- 27) "Submit" application. Follow directions to view the results of your clearance. Print the clearance certificate.
- 28) Keep one copy of the certificate for your files, and provide one to the Church office per instructions.
- 29) Log out.

State Police Criminal History:

- 1) Google "PA State Police" for their official site, or enter www.psp.pa.gov. The criminal clearance application is much less complicated than the Child Abuse Clearance, and will take no more than 15 minutes to complete online. Paper applications are available through the Church office, and a clearance via mail will take 2-4 weeks to obtain.
 - 2) When you are at the homepage of the website, go to the bottom left and select "PSP Services" - "Request a Criminal History Record."
 - 3) For the online request, select the link: "PA Access to Criminal History (PATCH) Website"
 - 4) Select "New Record Check (Volunteers Only).
 - 5) Check Volunteer Acknowledgement Section (in red).
 - 6) Hit "Select."
 - 7) Add Personal Information:
 - a. Organization - Spring Creek Church of the Brethren
 - b. Phone # - (717) 533-7192
 - c. Provide your personal information as requested.
 - 8) Hit "Next" when finished.
 - 9) Verify information that has been entered, and hit "Proceed."
 - 10) Enter the additional personal information as requested.
 - 11) Select "Enter this Request."
 - 12) Hit "Select."
 - 13) Follow directions after the automated clearance process finishes its search. To access your record check, hit the "control number" that is listed that identifies your record.
 - 14) Hit "Certificate Form" and print.
- Retain one copy for your files and submit one to the Church office, per in