

## Child Abuse Clearance Information

Due to legislative changes in 2015, MDHSA and all organizations in PA that work with children, must now require the following of all adult volunteers such as co-op teachers, club leaders, and any others who may be working with children whose parents are not present with the child. (This is not required if you are simply attending MDHSA activities or setting up field trips and activities where the parents or guardians are present.

### Send Copies of these clearances to

MDHSA Clearances  
32 West Main Street, #5  
Waynesboro, PA 17268

### When Applying for Clearances—

**Note A:** If **you have not lived in PA for 10 continuous years**, you MUST get an FBI fingerprint check done. See Item 3 A and 3 B below for exceptions.

**NOTE B:** You will be asked if this is for Volunteer or employment—Choose volunteer. There is no charge to volunteers for the Child Abuse History clearance or the PA state police background check. There is a fee for the FBI fingerprinting as that is not a state service.

**NOTE C:** Some forms give you a choice between the PA Department of Education and the PA Department of Human Services—**CHOOSE HUMAN SERVICES**. We are not a school, and the information takes longer to receive. If you inadvertently chose Education, we will still accept it.

**ALL ADULTS (18+) MUST PROVIDE THREE ITEMS # 1, 2, and 3A or 3B below) to MDHSA. We have provided the links for you to find the information and apply for the clearances you need.**

**1. PA Child Abuse History Clearance (no charge to volunteers) - You can do this online at:**

<https://www.compass.state.pa.us/cwis/public/home> For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

**2. A Criminal Background Check from the PA State police (no charge to volunteers)- Do this online at:**

<https://epatch.state.pa.us/>

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.  
A copy of the form is attached.

**3. ONE of these two items:**

A.—**FBI Fingerprinting Clearance** (Cost: \$27.00): <https://www.pa.cogentid.com/index.htm> (choose Human Services) If you Have not been a resident of PA continuously for the previous ten-year period you must have a fingerprinting check (UNLESS you have already had it done, then proceed to B below). After you have registered and paid online, go to Franklin Learning Center (Lincoln Intermediate Unit), 2397 Loop Road, Chambersburg, PA 17201 717-264-0201.

OR

B. **Disclosure Statement Application for Volunteers (FBI Waiver)**: If you have been a PA resident continuously for the previous ten-year period OR you have not been a resident continuously but have received certification from the FBI since establishing residency, you must sign this form to be waived from the FBI Fingerprinting check. You do not have to get it notarized, but you must sign it and have one witness sign it.

[http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c\\_160267.pdf](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf)

[https://www.pa.cogentid.com/index\\_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm) --- **OUT OF STATE MEMBERS—Information about fingerprinting if you live out of state.**

PLEASE NOTE: It takes time to get this done, especially the fingerprinting. The Child Abuse and Criminal History checks are received within a short time. The Fingerprinting takes at least 10 days AFTER you get it done at FLC. Allow two weeks or more to complete this. You can ask at the FLC if it would be possible to expedite this by picking up the fingerprinting results in Harrisburg, and they "may" possibly give you an address to do that.

When you apply for these items, if there is a place on the page to SAVE it to your computer, do so. When you get your reports back, **make copies** before sending to MDHSA, so that you have them if you want to volunteer somewhere else.

**You will not be approved for co-op until ALL three items have been received in the MDHSA Office!!!** You cannot take the clearances to co-op, or hand to someone; you should mail them to the MDHSA office or take them to the office and put in the correct drop box. This way they will be scanned, saved into a notebook and recorded on a spreadsheet so that the co-op leaders will be able to confirm that you have sent in your clearances.

**Co-ops---**Please check the clearance spreadsheet that you have access to, to determine if clearances have been received at the office. Please do not take anyone's word that they sent the item in or will be sending them in, please check the spreadsheet several times until you are satisfied that ALL three items have been received for everyone. If the FBI or PA Disclosure Waiver has not been received, be sure to contact the person to determine which one they need and let them know that if they have not been a PA resident for the last 10 years that they must get an FBI clearance and fingerprinting. If someone does not have all their items in, check with the office to see if perhaps, it has just come in the mail.

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### **Extra Information**

**Mandated Reporter summary document**--all those with clearances are now mandated reporters. Read this information:

[http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c\\_137646.pdf](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_137646.pdf)

**Mandated Reporter Training**--This is not required by law but is recommended by the state and MDHSA would prefer that you receive this training. If you do the training please forward to MDHSA a copy of the form that you received as certification that you took the course:

[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_group\\_id=2\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=2_1)

For complete information including forms to print and mail:

<http://www.dhs.pa.gov/provider/childwelfareservices/childabusehistoryclearanceforms/>

Information about FBI fingerprinting. - [https://www.pa.cogentid.com/index\\_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm)

### **FAQs about Volunteering -**

[http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C\\_135249.pdf](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C_135249.pdf)

Paper forms to

print: <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

[http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf)