



Child Protective Services Law Update Frequently Asked Questions

Question 1 If I have applied for my clearances but have not received all of them back, and my expiration date has passed. What happens?

Answer 1 **School Employees/Contractors:** Contact Human Resources (HR) immediately. Depending on the amount of time that has transpired you may be placed on an unpaid suspension until you submit your clearances to HR.

Volunteers: You must submit current clearances prior to volunteering.

Question 2 How do I apply for the required clearances?

Answer 2 Below you will find the necessary web links and instructions for the clearances:

1. [Child Abuse Clearance](#) - \$8.00 Employees / Free for volunteers - 717-783-6211 or 1-877-371-5422
 - **Online:** Instant report online with a credit card by going to <https://www.compass.state.pa.us/cwis/public/home> OR
 - **Mail:** Click the following link to print the form and **mail it** to the address provided on the form with an \$8.00 money order payable (employees only, free for volunteers) to the Department of Public Welfare. This will take several weeks to process and receive the clearance in the mail.
 - o http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf
2. [PA State Criminal History \(PATCH\) Clearance](#) - \$8.00 Employees / Free for volunteers - 1-888-783-7972
 - **Online:** Instant report online with a credit card by going to <https://epatch.state.pa.us/Home.jsp>
3. [FBI Fingerprint Criminal Background Clearance](#) - \$28.75 - 1-888-439-2486
 - Volunteers and contractors that their employers require them to have a Dept. of Human Services FBI clearance will be accepted; all others (including FRSD employees) must submit a PA Dept. of Education FBI clearance
 - **Online:** Click “register online” with a credit card at https://www.pa.cogentid.com/index_pde.htm then take your registration number to any fingerprinting facility such as those listed below. Additional locations can be found by clicking the cogent link and selecting Fingerprint Locations:

The UPS Store #3059
 645 East Pittsburgh Street
 Greensburg, PA 15601
 Mon - Fri 12 pm - 4 pm & 6 - 7 pm

UPS Store #0730
 322 Mall Boulevard
 Monroeville, PA 15146
 Mon - Fri 12 pm - 5 pm

Goin Postal
 324 Countryside Plaza
 Mt Pleasant, PA 15666
 Mon - Fri 9:30 am - 5:30 pm
 Saturday 10 am to 2 pm

Question 3 Who pays for the clearances?

Answer 3 It is the responsibility of the employee/volunteer/contractor to pay for their clearances. Volunteers are eligible for a free child abuse clearance and PA State Criminal History Clearance.

Question 4 Who needs to apply for clearances?

Answer 4 Anyone working as an employee for the district, individuals performing work for the district as a contractor or individuals acting as a volunteer for the district. As a general rule of thumb this includes anyone who may have direct access to district students and facilities and are representing the district. (Examples: Substitutes, Coaches, School Board Members, Professional and Support Staff, Tutors, Bus Drivers, Cafeteria Workers, PTO volunteers, Homebound Instructors and Club Advisors.)



Question 5 How do I know if my clearances have expired?
Answer 5 The date on the clearance must be within 60 months.

Question 6 Can I use my free volunteer clearances for employment?
Answer 6 No, the free clearances cannot be turned in for employment.

Volunteer Specific Frequently Asked Question's

Question 7 If a parent or grandparent wants to attend a school play or breakfast hosted by the school district, do they need to have clearances?

Answer 7 The attendee will not need clearances because they were invited by the school to either watch their child perform or socialize with their child as they eat. The attendee in this case is not volunteering. However, a District employee must remain with the guest at all times.

Question 8 Do I need clearances to attend classroom celebrations/parties?

Answer 8 If the attendee was invited by the school to socialize with their child during the event, the attendee in this case is not volunteering. However, a District employee must remain with the guest at all times.

If an individual volunteers to assist with the coordination or running of such events, then the individual must complete the required paperwork and provide clearances.

Question 9 If I strictly volunteer in the classroom and I am not chaperoning a field trip, do I need the FBI Clearance?

Answer 9 Individuals volunteering in a supervised classroom can sign the Volunteer Residency Affidavit, if eligible OR they can submit the FBI clearance.

Individuals volunteering in an unsupervised classroom or chaperoning a field trip must submit the FBI clearance.

Question 10 What is a Volunteer Residency Affidavit and can I submit one?

Answer 10 A Volunteer Residency Affidavit form can be submitted as an alternative to submitting the FBI Clearance if you meet the following two criteria:

1. Only if you will always be volunteering in the presence of a District Employee. If you will be unaccompanied with students or chaperone a field trip, you will be required to obtain an FBI Clearance.
2. You have never been convicted of a disqualifying crime in Pennsylvania, or the corresponding offenses under the laws of any other jurisdiction and that they have lived in the state of PA for 10 years or more.

Question 11 If I am interested in volunteering and have not completed the clearance and application process, am I permitted a guest pass?

Answer 11 No, although this was traditionally acceptable in the past, we are no longer able to accommodate this request. If you have applied for the clearances and have not received them back please contact HR.

Question 12 If a volunteer is scheduled to assist the coach during athletic practices, do they need clearances?

Answer 12 Yes, the volunteer needs to provide clearances because they may be with students unsupervised.

Question 13 If a parent obtains clearances but can no longer continue to finish out the year because of family emergencies, do they need new clearances during the following year?

Answer 13 If the clearances are within 60 months, they do not need to resubmit clearances. If the



clearances expire during this timeframe, they will need to submit current clearances.

Question 14 If an employee or substitute of the district is interested in volunteering, are they required to submit clearances again?

Answer 14 District employees must have current clearances for their district position which satisfies the requirements for Child Protective Services Law. They do not need to submit them again.

Question 15 Can an employee from another district volunteer without new clearances?

Answer 15 If they are a volunteer they must submit current clearances dated within 60 months.

Question 16 What if my current employer requires clearances, but they are not the same as the Child Protective Services Law?

Answer 16 PA Code mandates the clearances we are allowed to accept, please see question 2. Please note - active duty police officers do not need to obtain/submit clearances to volunteer.

Question 17 Do I need to submit the paperwork or clearances if I want to assist with PTO-sponsored events that are held outside of the school day (e.g. Fun Fest, basketball nights, ice cream socials, etc.)?

Answer 17 Yes.

Question 18 I am a volunteer and only help on committees, I do not go into classrooms; do I have to get clearances?

Answer 18 Yes, as there is the possibility that a volunteer will be in direct contact with student.

Question 19 I am a coach that works during the baseball season only, do the same rules apply to me?

Answer 19 If it is a PAID coaching position; please comply with the guidelines established for all district employees. If this is a VOLUNTEER coaching position, then the rules for volunteers apply to the assignment