



## 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
  - **Cost** - \$8.00 Employees; Free for volunteers
  - **Phone:** 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.  
[http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf)
2. PA State Criminal History (PATCH) Clearance
  - **Cost** - \$22.00 Employees; Free for volunteers
  - **Phone:** 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
  - **Cost** - \$22.60
  - **Phone** - 1-844-321-2101
  - **Online:** To register and schedule an appointment go to <https://uenroll.identogo.com/>, and enter one of the Service Codes listed below. Then take your registration form to the fingerprinting location you selected during registration.

**1KG6XN** Service Code PA PDE School District Employee

**1KG6Y3** Service Code PA PDE Volunteer

- **See the attachment at the end of these FAQ's for step-by-step instructions**

**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: Field Trip Chaperone, Activity Advisor, Recess or Library Aides, Assisting in classroom celebrations, School Assemblies/Concerts, Collecting tickets at sporting events, working in concession stands, participating in "career day", 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. You will always be volunteering directly under the supervision and direction of a school administrator, a teacher or other member of the school staff.
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** Clearances are only required if it is a school sponsored event. However, in general it is good practice to provide clearances to the district.
- 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.

# FBI FINGERPRINT CLEARANCE

Effective November 28, 2017 the PDE has changed vendors for FBI fingerprint clearance processing from Cogent to IDEMIA.

Cost is \$22.60

Registration is required prior to having fingerprints taken.

1. Go to IDEMIA's website:  
<https://uenroll.identogo.com/>

2. Enter Service Code

PA PDE – School District Employee:

**1KG6XN**

PA PDE Volunteer:

**1KG6Y3**

3. Press Go

Check to make sure it says Pennsylvania PDE- School Districts or Pennsylvania PDE Volunteer. If it is incorrect click back to home. Registrations under the wrong code are not transferable.

4. Select Schedule or Manager Appointment

5. Enter Legal Name, Date of Birth, Method of Contact (email required), Click next.

1KG6XN - Pennsylvania PDE-School Districts

Essential Info Additional Info Citizenship Personal Questions Personal

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Agency Identifiers

Create a security question

Once your background check is complete, you will be prompted with this question in order to access your unofficial criminal history information

Text input field for security question

Enter an answer for your security question

You will have to supply this answer to your question to access your unofficial criminal history information

Text input field for security question answer

Cancel

Back

Next

1KG6XN - Pennsylvania PDE-School Districts

Essential Info Additional Info Citizenship Personal Questions Personal Info Address

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

Country of Birth

Dropdown menu for Country of Birth

City of Birth

Text input field for City of Birth

Country of Citizenship

Dropdown menu for Country of Citizenship

Cancel

Back

Next

1KG6XN - Pennsylvania PDE-School Districts

Additional Info Citizenship Personal Questions Personal Info Address Personal

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

Have you ever used an alias?

Yes/No radio buttons

Is your mailing address the same as your residential address?

Yes/No radio buttons

Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

Yes/No radio buttons

Cancel

Back

Next

1KG6XN - Pennsylvania PDE-School Districts

Citizenship Personal Questions Personal Info Address Documents

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

US/Metric radio buttons

Height

Height input fields (ft, in)

Weight

Weight input fields (lbs)

Hair Color

Hair Color dropdown menu

Eye Color

Eye Color dropdown menu

Preferred Language (Receipts & other communication)

Preferred Language dropdown menu

Gender

Gender dropdown menu

Race

Race dropdown menu

Ethnicity

Ethnicity dropdown menu

Cancel

Back

Next

6. Agency Identifiers: Create a Security Question and Answer (notate for future reference). Click next.

7. Enter Citizenship Information. Click next.

8. Enter answers to Personal Questions. Franklin Regional School District currently does not have authorization/coupon codes. Click next.

9. Enter Personal Information. Click next.

Personal Questions > Personal Info > Address > Documents > Location > Date and Time

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

\* Country

\* Address Line 1

Address Line 2

\* City

\* Postal Code

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10. Enter Mailing Address. Click next. This is where your unofficial report will be mailed to.

12. Choose Document that you will bring with. Click next.

13. Location: Enter your zip code and click search to display locations near you. Click on the location and then next to select.

14. Schedule Appointment by selecting date and time. Click submit.

15. Click print status in upper right hand corner to print your registration form that you will take with you to your appointment.

Payment is processed when prints are taken.

Please read the registration form as it contains important information that you will need to know when you go get your fingerprints scanned.

16. Click done.

- You will receive a confirmation email.
- Provide UE ID from your registration form to employer once fingerprints have been scanned.

Personal Info > Address > Documents > Location > Date and Time

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

\* Document

\* Does the name you are enrolling under match the name on all documents selected?  
 Yes  No

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Address > Documents > Location > Date and Time

Enter a Postal Code, City, Airport Code or Special Location Access Code to 'Search' for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

**Note:** Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

15108

Location	Address	Next 7 Days	Distance
> Pittsburgh, PA	8158 Perry Hwy	241 appointments available	8.2 mi
> Wexford, PA	10521 Perry Hwy	0 appointments available	9.63 mi
> Monaca, PA	147 Poplar Ave	0 appointments available	12.24 mi
> Pittsburgh, PA	1699 Washington Rd	106 appointments available	13.13 mi
> Cheswick, PA	801 Freeport Rd	0 appointments available	19.37 mi

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Documents > Location > Date and Time

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date:

Select Time:

Walk In

**Note:** Scheduled appointments take priority over walk-ins.

Location Details:

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