

PARENT NOTICE: NEW STATE REGULATION FOR PARENT VOLUNTEERS

How to Obtain Clearances for Volunteers

What is the new rule regarding school/parent volunteers?

The law now requires all volunteers having direct contact with children to obtain new clearances (child abuse history clearance and state and federal criminal history checks) every 60 months. A volunteer is an adult serving in an unpaid position in which they are individually responsible for the welfare of a child or have "direct contact with children" (care, supervision, guidance or control of children, or routine interaction with children).
Please act now! This applies to class trips as well!!

Which clearances are needed?

All prospective volunteers must obtain the following certifications:

- Report of criminal history from the Pennsylvania State Police (PSP); and
- Child Abuse History certification from the Department of Human Services (Child Abuse).

Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is NOT required as long as:

- The position the volunteer is applying for is an unpaid position; AND
- The volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years.

Volunteers who are not required to obtain the FBI certification because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.

Are clearances free?

Yes! The Criminal History and Child Abuse clearances for volunteers are FREE. For those who need the FBI clearance, the cost is \$27.00.

How do I obtain clearances?

All necessary instructions and links to apply for these certifications can be found at:

Criminal History:

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

Child Abuse:

http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf

What do I do with my clearances?

Once you have received your clearances, please submit them to the school office. They will be kept on file in the office.

When do I need to renew my clearances?

Clearances must be renewed every 60 months.

Thank you for your support!
The City School