

IMPORTANT Amendments to the Child Protective Services Law Clearance Compliance

ADDITIONAL INFORMATION – Questions and Answers

Q...Who pays for the clearances?

A...The cost associated with obtaining new clearances is the responsibility of the individual volunteer unless other arrangements are provided by your volunteer group. When requirements are met, you can apply for the reimbursement of the fees for the Act 34 and Act 151. Volunteers are eligible for reimbursement of fees associated with the Act 34 (\$10) and Act 151 (\$10) clearances on a one-time basis, upon initial completion of clearances only. Fees requested for renewals of clearances every 36 months are not eligible for reimbursement. Directions for completing both forms can be found below.

Specifically-

Pennsylvania Child Abuse (Act 151):

- \$10.00 fee
- (NEW) Electronic submission of the child abuse can be obtained at <https://www.compass.state.pa.us/CWIS> -fee paid on-line
- Paper Submission – procedure remains unchanged
- Form attached or can be downloaded from the Department of Human Services website
- \$10.00 money order payable to Department of Public Welfare
- Mailed to Childline & Abuse Registry

Pennsylvania State Police Request for Criminal Background (Act 34):

- \$10.00 fee
- Electronic submission of the Criminal Background can be obtained at <https://epatch.state.pa.us/> -fee paid on-line
- Paper Submission – procedure remains unchanged
Form attached or can be downloaded from the Department of Human Services Website
- \$10.00 money order payable to Commonwealth of Pennsylvania
- Mailed to Pennsylvania State Police Central Repository-164

FBI Fingerprint Criminal Background (Act 114)/Volunteer Verification Form:

- ***FBI (Act 114)***
 - \$27.00 fee
 - Paid on line with debit or credit card
 - Money orders or cashiers checks payable to 3M Cogent accepted on site when fingerprinted
 - Registration on-line at : https://www.pa.cogentid.com/index_pdeNew.htm
 - Using this link will take you directly to the “PDE” fingerprint option. If you go directly to the main Cogent website you must be sure to select the icon for the Pennsylvania Department of Education



Teachers, school administrators, student teachers, independent contractors, etc

- Registration over the phone call: 1-888-439-2486
- Be sure to elect the Pennsylvania Department of Education option
- Go to Fingerprint location to be fingerprinted

- ***Volunteer Verification Form***

- Those volunteers who meet all three requirements listed below for the exception to the Act 114 FBI clearance must complete and submit the enclosed Volunteer Verification Form before July 1, 2015.
 - Are volunteering for an unpaid position
 - Have been a resident of Pennsylvania for the entirety and consecutively for the previous ten (10) years; and
 - Swears or affirms in writing that he/she (on the form provided by the District) has never been convicted of certain disqualifying crimes in Pennsylvania or equivalent crimes under Federal law or the law of another state.

IMPORTANT Amendments to the Child Protective Services Law Clearance Compliance

ADDITIONAL INFORMATION – Questions and Answers...continued

Q...Do I have any other options to obtain my fingerprinting?

A...Locally the Lincoln Intermediate Unit (LIU) at their three locations: New Oxford, York Learning Center and Franklin Learning Center currently offer walk-in fingerprinting services Monday through Wednesday, 10:00 am to 4:00 pm. To help accommodate the influx of requests, effective Monday, January 26, 2015 all three locations will expand their times to Monday through Wednesday, 10:00 am to 6:00 pm. Tentative plans are being made to expand available days to Monday through Thursday, 10:00 am to 6:00 pm effective March 1, 2015.

When registering on the COGENT site for the FBI, you can also find additional locations for fingerprinting. In addition, the District, in cooperation with several other districts, is looking at the possibility of purchasing a machine to have on-site that would rotate among the participating districts. We will continue to provide updates as plans develop.

Q... What do I do with when I get my new clearances?

A...You must bring or send your original Act 34-State Police Criminal Record Check and Act 151 Child Abuse Clearance to Mrs. Lois Dubbs at the District Office. Your originals will be copied and returned to you. For the FBI Clearance you must provide Mrs. Dubbs with a copy of your PAE registration number which you will obtain once registered. The district then will obtain your FBI clearance.

Q...What happens if I do not obtain my new clearances by the required deadline?

A... Per the new Child Protective Services Law: All individuals who do not provide the district with up-to-date clearances must be removed from any position that has “direct contact with children” until the renewed documents are submitted to and approved by the district. The District will not permit any volunteer to serve in any capacity as a volunteer who has not obtained proper clearances. The volunteer will then have a brief period of time to obtain the past-due clearances; failure to comply will result in the removal of your name as a volunteer.