Schuylkill Valley School District
Human Resources
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State Mandated Clearance Requirements - Volunteers

Clearance	Fee	Process
Affidavit & Agreement	--	This form allows a volunteer to start volunteering on a provisional basis until the required clearances are finalized. Please note that during a provisional period the volunteer is not permitted to be alone with children.
Child Abuse Clearance	FREE	1. **Online Request** – Preferred Method A. The Pennsylvania Department of Human Services has established a web-based computer system for the processing of child abuse history clearances. Please note that this system may experience errors due to the volume of users utilizing the site. If you receive any errors, please try again or proceed to the paper form submission process. B. Please click the "PA Child Abuse History Report Website" link and click the blue "Next" button. C. Enter all of the requested information in order to create a Keystone ID and then click the blue "Finish" button. D. Go to the email account used to setup your Keystone ID and open the email from the Commonwealth of Pennsylvania with the temporary password (you will receive two emails). E. Copy your temporary password and click on the "Child Welfare Portal" link in the email message. F. Click on "Individual Login". G. Click on "ACCESS MY CLEARANCES" on the Pennsylvania Child Welfare Information Solution website. H. Scroll to the bottom of the next page and click "CONTINUE". I. Enter your Keystone ID and your temporary password on the next page and click "LOGIN". You will be prompted to select a permanent password. Create your password and the system will automatically log you out of the program. Log back in using your Keystone ID and your new password. J. Read the "My Child Welfare Account Terms and Conditions" and then click the "I have read, fully understand and agree

to the My Child Welfare Account Terms and Conditions" radio button before clicking the "NEXT" button.

K. Click "CONTINUE" after reviewing the next page.

L. Click "CREATE CLEARANCE APPLICATION" at the top of the next page.

M. Review the next page which notes all of the information that will be needed in order to submit the electronic application and then click "BEGIN" at the bottom of the page.

N. Select application purpose as "Volunteer Having Contact with Children:…" and then select the "Volunteer Category" as "Other" and enter Schuylkill Valley School District as "Agency Name".

O. Enter and verify your personal information on the next page before clicking "NEXT" at the bottom of the screen.

P. Enter and verify your current address and delivery method of your child abuse clearance on the next page before clicking "NEXT" at the bottom of the screen.

Q. On the next several screens you will be asked to provide your previous addresses and list anyone who has lived with you at any point in time from 1975 to the present. After entering all information confirm the information on the "Application Summary" page before clicking "NEXT" at the bottom of the screen.

R. Provide your eSignature on the next page and click "NEXT".

S. Click the "No" radio button on the "Application Payment" screen and click "SUBMIT APPLICATION".

T. Click "FINALIZE AND SUBMIT APPLICATION" on the next page.

U. Record your e-Clearance ID for your records on the "Submission Confirmation" page and then click "GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT".

V. If your clearance processes immediately, click "To view the result, click here." next to "Your application has been processed." and print/save a copy of the response. Otherwise, you will receive an email notifying you when your clearance has been processed. Follow the link in the email message to log back into your account and view the completed clearance. Keep a copy of the clearance for your records and submit a copy of the clearance to Human Resources.

2. <u>Submitting a Request Form</u>

A. Complete the "Pennsylvania Child Abuse History Certification" form located on the "Human Resources" page on the Schuylkill Valley website.

		Please check “Volunteer having contact with children” and write/type “School District” in the “Other” sub purpose field. Write/type “Schuylkill Valley School District” in the “Agency/Organization Name:” field. Please note that middle names must be spelled out on the form. Incomplete addresses are acceptable if you are unable to recollect an address in its entirety. B. No payment is required. C. The original clearance will be mailed to your home address in approximately 14 days. Please submit a copy of the clearance to Human Resources.
State Police Clearance	FREE	1. **Online Request** – Preferred Method A. The Pennsylvania State Police has established a web-based computer application called “Pennsylvania Access To Criminal History,” (PATCH) to process criminal background check requests. Click the “State Police PATCH System” link and then click on “Submit a New Record Check (Volunteers Only) ” to start the online process. B. “No Record” certificates will be displayed on the computer screen in about one to two minutes after submitting a request. C. Print the “no record’ certificate and send to Human Resources or send an electronic file to mmanzer@schuylkillvalley.org. 2. **Submitting a Request Form** A. The request form has been linked to the “Clearances” page on the Schuylkill Valley website for your reference. B. Complete the form and mail to: Pennsylvania State Police Central Repository – 164 1800 Elmerton Ave Harrisburg, PA 17110-9758 C. The original clearance will be mailed to your home in approximately 14 days. Please send the original clearance to Human Resources (no copies, scans, etc.). The original will be returned to you after it is documented in Human Resources.

FBI Clearance Exemption Form	--	If you have been a resident of Pennsylvania during the entirety of the previous ten-year period AND you are not disqualified from service by reason of criminal history then you **DO NOT** need to process the FBI clearance. If you have not been a resident of Pennsylvania during the entirety of the previous ten-year period but you are not disqualified from service by reason of criminal history **AND** you have obtained a Federal criminal history report (FBI clearance) at any time since establishing residency then you **DO NOT** need to process the FBI clearance.
FBI Clearance	$21.35 Credit Card/Money Order	1. Registration is available online 24 hours/day, seven days per week. Click the "FBI Clearance Registration Website" link. 2. Scroll down on the screen and click "Digital Fingerprinting". 3. Enter 1KG6ZJ as the service code. 4. Click "Schedule or Manage Appointment". 5. Fill in all of the required fields on each page to proceed. Check "No" when asked if you have an authorization code for payment. Select "Driver's License issued by a State or outlying possession of the U.S. on the "Documents" page. 6. Print a copy of the "Service Summary" page. 7. Proceed to your scheduled appointment with your summary page, and your driver's license. You will be required to present a money order or credit card/debit card payment in the amount of $22.60 at the service location. 8. After being fingerprinted, provide your registration information to Human Resources. Unofficial results will be mailed to your home/emailed to you. These results are for your records and do not need to be sent to Human Resources.
Mandated Reporter Acknowledgement	--	Please sign and submit this form after reviewing the mandated reporter information.
Volunteer Acknowledgement	--	Please sign and submit this form after reviewing School Board Policy #916 Volunteers and School Board Policy #806 Child/Student Abuse.