

# *Penn Northeast Conference of the United Church of Christ*

## *Safe Conference Policy*

### **POLICY PROHIBITING ABUSE, EXPLOITATION AND HARASSMENT**

As a community of Christian faith, Penn Northeast Conference is committed to creating and maintaining a community, programs and facilities in which members, friends, staff and volunteers can work together in an atmosphere free from all forms of discrimination, harassment, exploitation or intimidation. All persons associated with Penn Northeast Conference (hereafter identified as ‘the Conference’) should be aware that the Conference is strongly opposed to Sexual Exploitation and Sexual Harassment and that such behavior is prohibited by Conference policy. It is the intention and responsibility of the Conference to take whatever action may be needed to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

This policy pertains, in particular, to the conduct of Penn Northeast Conference ministries, programs, and business. However the Board of Directors of the Penn Northeast Conference strongly encourages each local congregation within the Conference to adopt a similar policy pertaining to the conduct of the ministries, programs, and business of that local congregation.

### **MINISTERIAL CONDUCT**

Conference staff and all employee(s), elected and appointed lay leaders, and all volunteer(s) are all Ministers of the Conference. As such, each is responsible for understanding the ways in which their words or actions may affect others.

Sexual Exploitation or Sexual Harassment, of parishioners or others, by anyone engaged in the ministry of Penn Northeast Conference is unethical and unprofessional behavior and will not be tolerated within this Conference.

All Ministers of the Conference (as defined below) may sometimes deal with individuals who are emotionally or personally vulnerable in some way. It is also important that every Minister of the Conference be adequately prepared and educated for the ministry in which they serve others and to understand the ways in which their actions may impact those who may be vulnerable to their use or misuse of power.

It is the policy of Penn Northeast Conference to encourage its Ministers and Authorized Ministers, to nurture safety within Ministerial Relationships by being attentive to self-care, education, and the importance of referring those in need to supportive and helpful resources. It is also expected that those engaged in providing ministry will complete and submit an application and disclosure document.

### **CHILD AND YOUTH PROTECTION POLICY**

Penn Northeast Conference is committed to providing a safe and healthy environment in which young people can learn about and experience God’s love.

This Policy understands the following definitions:

- Children – ages birth through 12
- Youth – ages 13 through 17
- Young Adults – ages 18 through 30 (following the programmatic definition of the United Church of Christ, however in those sections of the Policy that refer to “youth over the age of 18” working with children and/or youth, young adults between the ages of 18 and 20 are still considered youth when determining required adult to youth ratios and young adults over the age of 21 are considered adults.)

In order to ensure this, we have established the following guidelines.

- We expect that those who volunteer to work with minors will have been members of their local congregation for at least six months, or if not members, regularly and frequently associated with that congregation for at least a year.
- It is the policy of this Conference to provide adequate supervision and safeguards for all youth activities. In any situations where participants are not readily visible to other adults, there will be no less than two unrelated adults present with children, in a ratio of 1 adult to every 7 children. Youth over the age of 18 may assist an unrelated adult; however, this assistance does not change the requirement that at least two unrelated adults must be present.
- All volunteers who work with children and youth will complete and submit the “Penn Northeast Conference of the United Church of Christ Employment/Authorized Volunteer Application and Disclosure Form.”
- All volunteers and employees who work with children and youth will receive boundary training and certification to work with youth.
- Written consent of one parent or guardian will be required for all activities involving minors.

## **REQUIREMENTS FOR MINISTRY**

- Before an offer of employment is made to any individual (whether ordained, commissioned, licensed or other lay person), a comprehensive background check, including a criminal records check, will be completed. The scope of the check will include the counties of residence and counties of work over the past seven years.
- All Ministers of the Conference will complete the “Penn Northeast Conference of the United Church of Christ Employment/Authorized Volunteer Application and Disclosure Form before beginning their duties.
- Conference staff will conduct a review of the registered sex offender registry at [www.npsor.gov](http://www.npsor.gov) for each new Authorized Minister. In addition, the registered sex offender registry will be reviewed on a quarterly basis for all Ministers, Authorized Ministers, and staff working with youth.

- Authorized Ministers on the Conference Staff will attend all boundary workshops suggested or required by the Conference or will attend at least one workshop every three years, whichever is more frequent.

## DEFINITIONS

**Minister:** a person engaged by the Conference to carry out its ministry. Minister includes elected or appointed leaders of the Conference, employees, and volunteers, as well as authorized ministers.

**Authorized Minister:** a person who holds ordained ministerial standing or has been commissioned or licensed by an association of the United Church of Christ or region of the Christian Conference (Disciples of Christ).

**Ministerial Relationship:** the relationship between one who carries out the ministry of the Conference and the one being served by that ministry.

**Sexual Exploitation:** sexual activity or contact (not limited to sexual intercourse) in which a minister engaged in the work of the Conference takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the minister.

**Sexual Harassment:** repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any Conference activity; Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or Conference-related decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in Conference activities or creating an intimidating, hostile, or offensive work or Conference environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:

- Written contact, such as sexually suggestive or obscene letters, notes, e-mails, or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is impermissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, Conference leadership, or comfortable participation in the life of the Conference. It is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

## **PROCEDURES FOR HANDLING COMPLAINTS OF SEXUAL EXPLOITATION AND HARASSMENT**

If the complainant involves an employee of the Penn Northeast Conference the procedure is as per the Penn Northeast Personnel Policy Manual.

If the complainant involves an authorized Minister with standing in the Penn Northeast Conference the procedure is as per the United Church of Christ Manual On Ministry and the grievance will be investigated and adjudicated by the appropriate Penn Northeast Conference committee on ministry.

If the complainant involves a volunteer serving the Penn Northeast Conference several approaches may be taken in addressing incidents of alleged sexual exploitation or harassment.

- The complainant can attempt to resolve the matter directly with the respondent, the individual, the individual accused of sexual exploitation or harassment.
- The complainant can raise the concern with the Director of the program, staff, and Conference Minister.
- If an informal resolution of the complainant does not seem wise, appropriate, possible, or does not succeed, the complainant may bring their concerns to Penn Northeast Conference's Executive Committee of the Board of Directors. The Executive Committee of the Penn Northeast Conference Board of Directors will use the Response Team as fact finders. They will gather information from persons who may have pertinent information. Upon conclusion of the fact-finding process, a report will be presented by the fact-finding team to the Penn Northeast Conference Executive Committee of the Board of Directors. The Executive Committee shall make determinations and attempt to work with the parties involved to satisfactorily resolve the matter. If either party does not feel that they have been treated fairly during the Executive Committee's resolution of the matter, they may make an appeal to the entire Board of Directors of the Penn Northeast Conference.

Penn Northeast Conference of the United Church of Christ  
Employment/Authorized Volunteer Application and Disclosure Form

Name \_\_\_\_\_  
(Last) (First) (MI)  
Address \_\_\_\_\_  
(City) (State) (Zip)  
Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Name of church where I am currently a friend or member \_\_\_\_\_. I have been a member of this church since \_\_\_\_\_. I have been a friend of this church since \_\_\_\_\_.

I have never been found guilty, or pled guilty or no contest, to a criminal charge.  
True \_\_\_\_\_ Not True \_\_\_\_\_

If not true, give a short explanation of the charge. (Please indicate the date, nature, and place of the incident leading to the charges, where the charge was filed, and the precise disposition of the charge).

No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct, physical abuse, child abuse, or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.  
True \_\_\_\_\_ Not True \_\_\_\_\_

If not true, give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit).

I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.  
True \_\_\_\_\_ Not True \_\_\_\_\_

If not true, give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)

Do you have a valid driver's license? True \_\_\_\_\_ Not True \_\_\_\_\_

State where driver's license issued \_\_\_\_\_

Driver's License Number \_\_\_\_\_

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.  
True \_\_\_\_\_ Not True \_\_\_\_\_

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

True \_\_\_\_\_ Not True \_\_\_\_\_

If true, please provide a brief explanation.

The covenants between persons seeking employment or sanctioned volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for or termination of the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or though accurate when given the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for

a continuing and healthy covenant between employees or volunteers and the Conference they seek to serve. To that end, I authorize the Penn Northeast Conference of the United Church of Christ and/or its agents to make inquiries regarding all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background and character. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements made in good faith and without malice.

The Penn Northeast Conference’s hiring and authorized volunteer recruitment process involves the distribution of information regarding applicants with those persons in a position to recruit, secure, and supervise the position I am seeking to fill. To that end, I authorize the Penn Northeast Conference and its agents to circulate distribute, and otherwise share information gathered in connection with this application to such persons for these stated purposes. I understand that the Penn Northeast Conference will share with me information it has gathered about me, if I request it to do so.

Signature \_\_\_\_\_

(Parent’s/Guardian’s signature for applicants under 18) \_\_\_\_\_

Date \_\_\_\_\_

## **RESPONDING AND REPORTING ALLEGATIONS OF CHILD ABUSE**

For purposes of this policy, “child abuse” is any action (or lack of action) which endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes:

- Physical abuse – any physical injury to a child which is not accidental, such as beating, shaking, burns, and biting.
- Emotional abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- Sexual abuse – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- Neglect – depriving a child of their essential needs, such as adequate food, water, shelter, and medical care.

Employees and volunteers may have the opportunity to become aware of abuse or neglect of a child participating in our programs and activities. In the event that an individual involved with children at a PNEC event becomes aware of suspected abuse or neglect of a child participating in our programs and activities, this should be reported immediately to The Director of the program, and/or the staff person responsible for the program, and the Conference Minister. The individual and the applicable staff member will jointly take further action including reporting to authorities as may be mandated by state law and completing a Report of Suspected Child Abuse Form.

In the event that an incident of abuse or neglect is alleged to have occurred at this church during the conference event or activity, the following procedure shall be followed in this order and within the time-frames designated:

1. The parent or guardian of the child will be notified immediately.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation.
3. We will immediately comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists.
4. All incidents of suspected abuse will be reported to the authorities at 1-800-932-0313 within twenty-four (24) hours, if possible.
5. We will complete a Report of Suspected Child Abuse Form within twenty-four (24) hours, if possible.
6. Within seventy-two (72) hours our insurance company will be notified.
7. We will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, the Executive Committee of Penn Northeast Conference’s Board of Directors will begin its own investigation within one (1) week from notification by authorities that there will be no investigation. The Executive Committee should act only in consultation with our insurance company and/or attorney.

8. Any person who is not found innocent of the alleged abuse or misconduct by authorities and the Executive Committee/Board of Directors will be removed from his/her position with children.
9. The Conference Minister will be our spokesperson to the media concerning incidents of abuse or neglect, unless he/she is alleged to be involved, in which case the Conference Moderator will be our spokesperson. All other workers should refrain from speaking to the media.
10. A pastoral visit will be arranged for those who desire it.

**ATTACHMENTS:**

Pennsylvania Child Abuse History Clearance form

Pennsylvania Criminal Record Check

# Pennsylvania Child Abuse History Clearance Forms

## Pennsylvania Child Abuse History Clearance Instructions

Note: See new requirements for Federal Bureau of Investigation clearance at the bottom of the page.

Please read the instructions prior to downloading the form. To request a supply of the forms, please call **(717) 783-6211**.

1. Type or print clearly and neatly in ink Section I only.
2. Address must be Applicant's current home address.
3. All information must be completed in full. (The form asks for all previous names, addresses, and household members since 1975). This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.
4. Application must be signed.
5. Enclose a \$10.00 money order for each application. No cash or personal checks accepted. Agency or business checks are acceptable.
6. Do not send any postage paid return envelopes.
7. Application should be placed in a business-sized or larger envelope prior to mailing.
8. One block must be checked for Purpose for Clearance. Do not check more than one block.
  - A. Check the Volunteer Block if performing a service (paid or unpaid) for organizations such as Big Brothers/Big Sisters, Boy Scouts, Little League or churches. A copy of your Criminal Record Check results obtained within the past year must be attached. Do not send original Criminal Record results. If you are not a Pennsylvania resident, you must also attach a copy of your FBI results obtained within the past year. This block should not be checked for anyone volunteering in schools.
  - B. Check the School Block if seeking to have involvement within a school (public, private vocational, technical, nursing) for any reason.
  - C. Check the Foster Care Block if applying for foster parenting or custody of a child.
  - D. Check the Adoption Block if in the process or planning to adopt a child.
  - E. Check the Child Care Block if planning to work in a day care setting or if all other blocks do not apply.
  - F. Check the CWEP Block if you are participating in a Department of Public Welfare training program. The signature and phone number of the County Assistance Representative is required.

Clearance results will be mailed to you within 14 days from the date that the clearance is received in our office. There will be no replacements after 90 days. Failure to comply with the above instructions will cause considerable delay.

Please contact the following for applicable criminal history requests:

PA Criminal Record Checks (SP4 164): (717) 783-9973  
FBI Cards for School Employees (FD 258): (717) 783-3750

If you have trouble accessing this information you may obtain an alternative format by contacting the Office of Children Youth and Families at **(717) 783-6211**. You can also call **(717) 783-6211** for clearance requests.

[Pennsylvania Child Abuse History Clearance Form \(CY-113\)](#)

## [Pennsylvania State Police Request for Criminal Record Check Form \(SP4-164\)](#)

### **New FBI Clearance Required**

All of the following individuals are now required to submit Federal Bureau of Investigation criminal history background checks in addition to child abuse and Pennsylvania State Police background checks as a condition of employment/approval:

- Prospective foster and adoptive applicants and their adult household members;
- Individuals who want to operate child care facilities;
- Individual who want to work in child care facilities;
- Individuals seeking to operate child care services;
- Individuals applying for employment with a significant likelihood of regular contact with children;
- Self-employed family day care providers;
- Family day care home household members age 18 and over who live in the home at least 30 days in a calendar year;
- Community Rehabilitation Residential (CRR) host home families; and
- Respite provider families.

Current employees and providers of child care facilities are not required to obtain FBI clearances as a condition of continued employment by the same legal entity or continued operation. Employees may transfer to another child care service under the same organization without having to obtain FBI clearances as a condition of transferring. This follows the same procedures already in law under the Child Protective Services Law.

An employee hired on a provisional basis will have to submit proof of application for an FBI criminal history clearance in addition to the current provisional hiring requirements in the Child Protective Services Law. The length of the provisional hire period is unchanged. Pennsylvania residents may be hired on a provisional basis for a single period of no more than 30 days. Out-of-state residents may be hired on a provisional basis for a single period of no more than 90 days.

Prospective employees applying to engage in occupations with a significant likelihood of regular contact with children, in the form of care, guidance, supervision or training must obtain background checks as a condition of employment. These individuals, including but not limited to social service workers, psychiatrists, hospital personnel, counselors and therapists, librarians and doctors. Any additional requirements surrounding provisional hiring periods or licensing implications related to the completion of background checks for these individuals should be directed to the appropriate licensing entity.

The Department of Public Welfare is utilizing Cogent Systems to process fingerprint-based FBI record checks. The fingerprint based background check is a multiple step process. Effective July 1, 2008, the Cogent Systems Web site [www.pa.cogentid.com/dpw](http://www.pa.cogentid.com/dpw), allows individuals to apply online, as well as provide detailed information regarding the application process. The cost of obtaining the FBI criminal record check is \$36.

[FBI Clearance Frequently Asked Questions and Answers for Child Care Providers](#) (PDF download)

More information about this new requirement can be found by search for Bulletin #3490-08-03 in our [Bulletin Search](#).

SP 4-164 (12-99) PENNSYLVANIA STATE POLICE **REQUEST FOR CRIMINAL RECORD CHECK**

**PART I: TO BE COMPLETED BY REQUESTER (INFORMATION WILL BE MAILED TO REQUESTER ONLY)** DATE OF REQUEST

**FOR CENTRAL REPOSITORY USE ONLY (LEAVE BLANK)**

**\*\*\* TYPE OR PRINT LEGIBLY WITH INK \*\*\*** NOTE: IF THIS FORM IS NOT LEGIBLE OR NOT PROPERLY COMPLETED, IT WILL BE RETURNED UNPROCESSED TO THE REQUESTER. A RESPONSE MAY TAKE THREE WEEKS OR LONGER TO PROCESS. WARNING: A PERSON COMMITS A MISDEMEANOR OF THE THIRD DEGREE IF HE/SHE MAKES A WRITTEN FALSE STATEMENT, WHICH HE/SHE DOES NOT BELIEVE TO BE TRUE.

REQUESTER NAME ADDRESS CITY STATE ZIP

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

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REQUESTER IDENTIFICATION (ONLY CHECK ONE BLOCK)  
 INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00 PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA." THE FEE IS NONREFUNDABLE.

FEE EXEMPT NONCRIMINAL JUSTICE AGENCY **\*\*\* DO NOT SEND CASH OR PERSONAL CHECK \*\*\***

NAME/SUBJECT OF RECORD CHECK (LAST) (FIRST) (MIDDLE)  
 MAIDEN NAME AND/OR ALIASES SOCIAL SECURITY NUMBER (SOC) DATE OF BIRTH (DOB) SEX RACE

REASON FOR REQUEST (CHECK ONE BLOCK)

EMPLOYMENT (IF APPLICABLE, CHECK ONE OF THE FOLLOWING) ELDER CARE CHILD CARE SCHOOL DISTRICT  
 ADOPTION/FOSTER CARE  
 OTHER (SPECIFY)

**ONLY CHECK THIS BLOCK IF YOU WANT TO REVIEW YOUR ENTIRE CRIMINAL HISTORY**  
 INDIVIDUAL ACCESS AND REVIEW OR FIREARMS CHALLENGE-ENTIRE CRIMINAL HISTORY (AVAILABLE ONLY TO SUBJECT OF RECORD CHECK OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT OF LEGAL REPRESENTATIVE ATTACHED)

REQUESTER CHECKLIST DID YOU ENTER THE FULL NAME, DOB, AND SOC? DID YOU ENCLOSE THE \$10.00 FEE (CERTIFIED CHECK/MONEY ORDER)? <b>*** DO NOT SEND CASH OR PERSONAL CHECK ***</b> DID YOU ENTER YOUR COMPLETE ADDRESS INCLUDING ZIP CODE AND TELEPHONE NUMBER IN THE BLOCKS PROVIDED?	AFTER COMPLETION MAIL TO PENNSYLVANIA STATE POLICE <b>CENTRAL REPOSITORY – 164 1800 ELMERTON AVENUE                  HARRISBURG, PA 17110-9758 717-783-9973 BUSINESS HOURS                  8:15 am - 4:15 pm (Monday – Friday)</b>
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**PART II: CENTRAL REPOSITORY RESPONSE ONLY \*\*\*DO NOT WRITE BELOW THIS LINE\*\*\***

INFORMATION DISSEMINATED NO RECORD CRIMINAL RECORD ATTACHED	INQUIRY DISSEMINATED BY	SID NUMBER
THE INFORMATION DISSEMINATED BY THE CENTRAL REPOSITORY IS BASED ON THE FOLLOWING IDENTIFIERS THAT MATCH THOSE FURNISHED BY THE REQUESTER. <b>NAME SOCIAL SECURITY NUMBER DATE OF BIRTH RACE SEX MAIDEN/ALIAS NAME</b>	CERTIFIED BY (DIRECTOR, CENTRAL REPOSITORY)	

This response is based on a comparison of data provided by the requester in Part I against the information contained in the files of the Pennsylvania State Police Central Repository only, and does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies.

# PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION I ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK. SEND TO CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170 APPLICATIONS THAT ARE INCOMPLETE ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

**CHILDLINE USE ONLY**  
DATE RECEIVED BY CHILDLINE

## APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANTS FULL NAME AND ADDRESS (DO NOT USE INITIALS) NAME STREET CITY, STATE ZIP CODE

SOCIAL SECURITY NUMBER AGE  
DATE OF BIRTH DAYTIME PHONE  
NO. SEX FM COUNTY YOU LIVE IN

## PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

(FIRST, MIDDLE, LAST)

(FIRST, MIDDLE, LAST)

## PURPOSE OF CLEARANCE (Check ONE block ONLY)

CHILD CARE FOSTER CARE ADOPTION SCHOOL VOLUNTEERS-A copy of your PROCESSED 'Request for Criminal Record' (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FID-258). CWEP (Community Work Experience Program Participant) SIGNATURE OF CAO REP CAO PHONE NO

## PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

1. 2. 3. 4.

## HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present).

NAME (First, Middle, Last) Do not use initials. RELATIONSHIP PRESENT AGE SEX

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE DATE

DO NOT WRITE IN THIS SECTION -CHILDLINE USE ONLY

SECTION II	RESULTS OF HISTORY CHECK		
APPLICANT IS <b>NOT</b> LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE. APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).			
STATUS OF REPORT	DATE OF INCIDENT	1.	2.
STATUS OF REPORT	DATE OF INCIDENT	3.	4.

VERIFIER DATE VERIFIER'S SUPERVISOR DATE
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03460C CY 113 12/99  
DO NOT WRITE IN THIS SECTION -CHILDLINE USE ONLY

<b>SECTION III</b>	<b>VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES</b>
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has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports. The results of the child abuse and school employee report clearances are listed in Section II on thereverse side. The results of the criminal history reports are listed below. Out-of-state residentsmust have criminal history clearance from both the Pennsylvania State Police and the FBI. Thevoluntary certification may be obtained every two years. It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

<b>PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE</b>
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Applicant is named as the perpetrator of a "Founded" child abuse or school employee reportwhich occurred in the last five years. Applicant is named as the perpetrator of a "Founded" child abuse or school employee reportwhich occurred over five years ago. Applicant is named as the perpetrator of an "Indicated" child abuse or school employee report. Applicant is not named as the perpetrator of any child abuse or school employee reportcontained in the Statewide Central Register.

<b>PENNSYLVANIA STATE POLICE CLEARANCE</b>
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Record exists and contains convictions which prohibit hire in a child care position. Reportattached. Record exists, but convictions do not prohibit hire in a child care position. Report attached. Record exists, but no convictions are shown. This does not prohibit hire in a child careposition. Report attached. No record exists. Report attached.

<b>FBI CLEARANCE</b>
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Record exists and contains convictions which prohibit hire in a child care position. Report attached.  
Record exists, but convictions do not prohibit hire in a child care position. Report attached. Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached. No record exists. Report attached. No FBI clearance required.

VERIFIER DATE VERIFIER'S  
SUPERVISOR DATE

034600 CY 113 - 12/99