

Family Connection of Easton--Volunteer Clearances Guide & Instructions

Prior to volunteer service and every 60 months thereafter, all volunteers aged 18 and up having contact with or responsibility for children are required to:

- Complete a Child Abuse History Clearance from DHS through Childline;
- Complete a Report of Criminal History from the PA State Police; and
- Complete an FBI Fingerprint-Based Federal Criminal History Clearance through the Department of Human Services (under certain circumstances, as shown below)
- Undergo a TB test (under certain circumstances, as shown below)

Clearances can be transferred! Any individual who obtained their clearances within the previous 12 months may serve in a volunteer capacity for any program, activity or service.

Individuals who reside in another state or country may serve as a volunteer for no more than 30 days as long as they provide clearances from their state or country of residence. If the individual will be volunteering for more than 30 days, they must obtain clearances as outlined in this document.

PA Child Abuse History Clearance--Childline

- Family Connection will use the applicant's name & email address to generate a code, which will be emailed to the volunteer who then goes online to apply for the clearance
- Volunteer goes to <https://www.compass.state.pa.us/CWIS> and begins under the tab, "Create Individual Account"
- The assigned code can only be used once and allows Family Connection to have access to the volunteer's Child Abuse clearance results once those results are processed

PA State Criminal History Clearance

- A designated Family Connection employee will complete a Criminal History Request at: www.psp.state.pa.us/
- If no record exists, the form processes instantly & will be printed for the volunteer's file
- If the request is returned as 'Under Review' or 'Pending', final verification must be received before a decision is made upon approving an applicant as a volunteer

Federal Criminal History Clearance

If a volunteer (aged 18 or older) has continuously resided in PA for 10 years and affirms in writing that he/she has not been convicted of any of the crimes or equivalent crimes in

any other jurisdiction listed under Section 6344(c) of the Child Protective Services Law, a Federal History Clearance is **not** required.

However, if the fingerprinting process is required a volunteer must follow these steps:

1. Go online to apply for an FBI clearance:
 - Visit www.identogo.com to get started
 - Click the blue “Get Fingerprinted” box in the top right corner
 - Select ‘Pennsylvania’ from the drop down menu
 - Select the ‘Digital Fingerprinting’ option
 - You must now enter a Service Code to continue. The Service Code for volunteers is **1KG6ZJ**
 - Next, click on “Schedule or Manage Appointment”
 - Complete all required information (NOTE: Only fields with red asterisks are required; Employer information, for example, is NOT required--you are permitted to skip through those questions)
 - Under the Personal Info section, check “no” to the question that asks if you have an Authorization Code
 - Once finished, you can either schedule a specific date and time for your fingerprinting appointment or just choose ‘Walk In’ to go at your convenience
 - You can also learn what you need to bring with you to the appointment, accepted methods of payments and locate an enrollment center near you

2. In-Person Fingerprinting & Payment
 - Payment will be taken on-site at the time of your appointment
 - You must pay out of pocket! (Cost is approximately \$22.50)
 - Family Connection will reimburse you for the cost of this clearance when you submit a receipt and are accepted as a volunteer

3. Response
 - A response from the background check will typically be returned to you within 10 days. It will include results or a rejection notice. A rejection for poor quality prints will qualify you for a second free fingerprinting. Two rejections will qualify you for a FBI name search. This process can take 2-6 weeks.

 - After receiving your clearance in the mail, either hand deliver or mail the form to your agency contact person at Family Connection at either 723 Coal St. or 1221 Northampton St., Easton 18042

TB Test

Due to Pennsylvania School Code Section 23.44, the tuberculin test is required for volunteers who have more than ten (10) hours per week direct contact with students. Volunteers who have less than ten (10) hours per week direct contact with students can either submit proof of a negative tuberculin skin test or a statement from a medical provider that the person is free of or considered low-risk for communicable tuberculosis.

Please Note:

There is no cost for Childline and PA State Criminal History Clearances. If an FBI Federal Criminal Clearance is required, Family Connection will pay this fee. Applicants are responsible for securing their TB test and any associated costs.

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the administrator or their designee with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database. A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position. If Family Connection has a reasonable belief that a volunteer was arrested or convicted of an offense that would deny participation; or was named as a perpetrator in an indicated or founded report, the Executive Director must immediately require that volunteer to obtain new clearances, the costs of which will be paid by Family Connection.