

August 13, 2018,

Dear HOTLF Volunteers and Workers,

Child Protective Service Laws in Pennsylvania have been revised and updated. In accordance with these PA laws and guidelines, it is mandatory for any volunteer or anyone working at HOTLF Church that has direct contact in any capacity with minors to meet these requirements. These clearances are to be regularly updated and submitted to our Church office staff.

All adult volunteers and workers must obtain these background checks and clearances:

1. **PA Criminal History Background Check:** PA State Police (no fee for volunteers) **every 2 years**
2. **PA Child Abuse Clearance:** PA Child Welfare \$13.00 **every 2 years**
3. **FBI Clearance:** \$22.60 (free for volunteers) ***due every 5 years**

October 31, 2018 is the deadline – for all clearances to be updated, completed, and submitted to Church office staff so that we can continue to be fully operational in all departments working with minors. No exceptions. (Delayed processing proof needs to be submitted to Church staff if legitimate processing delay)

For any clearances obtained in the past 12-18 months (as of July 2018):

Please submit all clearances/checks (or a clean colored copy) to the Church office staff. Acceptable form methods: in person to church staff, mail, email attachment.

For all clearances more than 12-18 months old or incomplete (as of July 2018):

It is time to immediately renew for these volunteers, workers at HOTLF!

**Exception is the FBI Clearance – which can be renewed and submitted every 5 years to HOTLF.

Clearances obtained for other reasons/employment:

We are aware that many of our volunteers have submitted their clearances through their employers, to places of employment (example teachers), or for other reasons. A copy of these clearances can be submitted to us *if they include Volunteer as a listing*. Unfortunately the reverse doesn't usually apply. If you filled your clearances as a volunteer (like for the HOTLF church), most places of employment or other situations will still need you to regularly submit new clearances to them (listing as an employee etc...).

Clearance Process:

Please be aware of the necessity to get this process started and completed. This process takes time, especially due to the processing backlog and having to make an online/onsite appointment for FBI fingerprinting.

We do understand that the overall process of renewing clearances every 2 years (and even more frequently for some people) can be rather complicated along with time consuming. But at HOTLF, we are fully committed to the welfare of minors and partnered in keeping updated on safety measures, and all state/federal guidelines and laws for minors.

We greatly appreciate your incredible help with keeping our church a safe, caring, loving environment and place for people of all ages.

Thank you!

Pastor Lynn Snyder

Pastor

House of the Lord Fellowship

**For Clearance Submissions: HOTLF Office Staff:
Sarah Snyder and Pastor Lynn Snyder

HOTLF Policy for Volunteers & Workers with Minors

House of the Lord Fellowship

201 West Main Street, Lock Haven, PA 17745 PH# 570-748-6455

www.houseofthelordfellowship.org

Email: ssnyder@houseofthelordfellowship.org

*All adult volunteers & workers at HOTLF must obtain Criminal & Child Clearances **every 2 years**

Further Information for PA/Federal Clearances:

PA Criminal History Background Check: PA State Police (no fee to register as a volunteer)

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

- ❖ Can Click – *Submit a New Record Check* (for Volunteers)
- ❖ OR Check on the *Status of Record Check*
- ❖ Complete the application, submit. With results shown immediately can print out the certificate.

PA Child Abuse Clearance: PA Child Welfare Portal \$13.00

<https://www.compass.state.pa.us/cwis/public/home>

- ❖ Under Child Welfare Portal: *use Individual Login*
- ❖ Can Click – *Access My Clearances // Access My Referrals.*
- ❖ For *Access My Clearances* – Click continue and Login (new or old login info).
- ❖ Click – *Create clearance application*
 - Your purpose for application is – *Volunteer / having contact with children.*
 - Click – *other volunteer category.*
 - Then for Agency Name: Type – *House of the Lord Fellowship*
 - Fee is \$13.00 for clearance.
 - PA State provides one free clearance check every 5 years.
 - After payment/submission, you will receive an email confirming receipt of your application.
 - Within 14 days, you will be notified via email when your results are available to be printed out.

FBI Clearance & Fingerprinting: \$22.60 (free to register as a volunteer) **due every 5 years for HOTLF*

<https://uenroll.identogo.com>

- ❖ Click – *Fingerprinting OR can search your FBI clearance check history.*
- ❖ For registering in PA as a *new adult volunteer with minors* – **use service code: 1kg756**
(See state list for other codes since vary for different jobs, personnel)
- ❖ Fill out all required information and click next at bottom of each page.
- ❖ For Employer Section: click continue button (bottom right screen) *not required for volunteers
- ❖ Under Documents – click on white box, drop box will give you options to choose which current form of documentation you want to take with you to the **IdentoGO site**,
- ❖ Schedule an appointment for Fingerprinting
- ❖ Keep scheduled appointment & take matching proper forms of ID to an **IdentoGO Site**.
- ❖ Some local FBI Fingerprinting Site Locations:
 - **IdentoGO** – 280 Kane St, Ste 1 South Williamsport, PA 17702-7166
Hours: Monday - Saturday: 08:00 AM - 12:00 PM
 - **IdentoGO** – 426 S Allen St, State College, PA 16801-5262
Hours: Monday - Friday: 09:00 AM - 12:00 PM & 12:30 PM - 03:30 PM

Additional Updated PA Clearance Resources – <http://www.keepkidssafe.pa.gov/>

<http://www.keepkidssafe.pa.gov/resources/clearances/index.htm>

***Link for why there are Amendments to the Child Abuse Protective Laws:

<http://www.legis.state.pa.us/CFDOCS/LEGIS/LI/consCheck.cfm?txtType=HTM&ttl=23&div=00.&chpt=063.&CFID=224154444&CFTOKEN=11851291>