

Dear Joy El Generation Bible Adventure/CIA Program Volunteer,

Near the end of October 2014, a new PA Child Abuse reporting law (Act 153) was passed. On July 1, 2015 additional clarification was provided. Effective July 1, 2016, all Volunteers must have clearances. This new law affects staff and volunteers who are responsible for the welfare of a child or who have direct contact with children. There are changes in the regulations about who must report suspected child abuse and what background clearances are required.

Please be assured that Joy El Generation is committed to:

- the safety of children and adults, and
- giving you information and assistance to obtain the background clearances you will need.

Which clearances are needed for volunteers working with children and what is the cost?

1. Child Abuse History Clearance from the Department of Human Services (currently free)
2. Report of criminal history from the Pennsylvania State Police (PSP) (currently free)

Additionally:

3. If you **have not been** a continuous resident of Pennsylvania for the past 10 years, a Fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent. (\$25.75)

If you **have been** a continuous resident of Pennsylvania for the past 10 years, you must swear or affirm in writing that you are not disqualified from service based upon a conviction of an offense under §6344. The enclosed PA Residency Affidavit form lists what conditions would disqualify you under §6344.

Important Information:

1. Clearances can be obtained online or by completing and submitting a form by mail.
An advantage of submitting your applications online is a faster turnaround. In many cases, you will receive your clearance immediately upon electronic submission. If you do not feel comfortable using a computer and completing your application online but would like to receive your results quickly, you are welcome to complete the form and then ask someone else to type the information into the online form on your behalf.
2. Individuals do not need to submit a copy of their PSP or FBI clearance results when applying for a child abuse clearance.
3. This year all volunteers must submit copies of all clearances to Joy El Generation prior to the commencement of service. Please submit copies of your clearances to Joy El if you have not already done so.
4. Volunteers are required to recertify all clearances every five years from the date of the most recent clearance.
5. These clearances directly from the PA Dept. of Human Services, the PA State Police, and the FBI are transferable. This means if you obtained your clearances within the previous 36 months, you may serve in a volunteer capacity for any program, activity, or service by giving the overseer a copy of your clearances.
6. If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or services, or is named as a perpetrator in a founded or indicated report, the volunteer must provide Joy El Generation 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.

Included with this information cover letter you will find:

1. Instructions for Completing Background Clearances
2. PA Child Abuse History Clearance form (needed if you do not submit online)
3. PA State Police Request for Criminal Record Check (needed if you do not submit online)
4. PA Residency Affidavit (needed if you have lived in PA for the previous ten consecutive years)
5. Joy El Generation Bible Adventure/CIA Volunteer Application
6. Pre-addressed envelope for you to send copies of your **clearance results** that have been approved.
Please do not send us your clearance applications. Those must be mailed directly to the corresponding agency.

Concluding thoughts:

1. Please begin this process as soon as you are able. **If you have questions, please contact Ronna Butler, Bible Adventure Administrative Assistant, at 717-369-4539 or Ronna@joyel.org.**
2. If you volunteer to work with children at your church or with other organizations in your community, you will need to give copies of your clearances to them as well. There may be a resource person from your church or community organization who could assist you as well. There will probably be informational meetings concerning this topic in your community that you might want to attend in order to clarify information or obtain assistance.
3. Mail copies of all clearances and your completed Bible Adventure Volunteer Application to:
Joy El Generation
Attn: Bible Adventure Administrative Assistant
3741 Joy El Drive
Greencastle, PA 17225
4. The information you received is also on our website, www.joyelgeneration.org/state-clearances should you need additional copies of any forms or more information.
5. All volunteers must have this process completed before beginning this fall.
6. The following links to websites contain further explanation and may be of interest to you:
Volunteer working with children FAQs:
http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C_135249.pdf

Employee working with children FAQs:
http://www.dhs.state.pa.us/cs/groups/webcontent/documents/document/c_135246.pdf

Mandatory Reporter FAQs:
http://www.dhs.state.pa.us/cs/groups/webcontent/documents/document/c_137646.pdf

For His Glory,

Jan Diaz
Director of Bible Adventure/CIA
Joy El Generation

P.S. If you have questions, please contact Missy Torzillo, Bible Adventure Administrative Assistant, at 717-369-4539 or Ronna@joyel.org.