

Dear Volunteers,

In 2014, twenty-three (23) pieces of legislation were enacted changing how Pennsylvania responds to child abuse. These changes significantly impacted the reporting, investigation, assessment, prosecution and judicial handling of child abuse and neglect cases. In order to be compliant with these many new laws, specifically with Act 153 of 2014, the Diocese of Allentown had to change its policies and procedures.

First of all, the State of Pennsylvania is requiring all of these new changes. With all the changes, either **the State of Pennsylvania or the Diocese of Allentown will be paying the cost to process all of the new clearances that are needed for volunteers** (this letter is only about volunteers, not school/parish employees). If your job already requires you to have these clearances, then you can bring in the forms to the school office for copies to be made.

If you have already been cleared before October 28<sup>th</sup>, 2015 to volunteer (having handed in the Code of Conduct Form, Sexual Abuse Policy Form, Hire Right Police Check, and Certificate of Completing the Protecting God's Children Workshop), **you are okay to continue volunteering**, however you must complete the following volunteer requirements as soon as possible [we realize this process may take a few weeks to complete]. **New volunteers, from October 28<sup>th</sup>, 2015 until now, must complete all of the new requirements before they can volunteer.** The new volunteer policy is a requirement by the Allentown Diocese.

All volunteers of a child care service, school or a program, activity or service responsible for a child's welfare, or volunteers having direct contact with children are required to have the following:

**\*All forms will be returned to the school office.**

1. Newly Signed and Dated – Code of Conduct (attached)
2. Newly Signed and Dated – Sexual Abuse Policy Acknowledge Form (attached)
3. Mandated Reporting Training Certificate (less than 5 years old)
  - a. Take the course online at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu) and print out the certificate at the end of the course – Hand in a copy of the certificate.
4. Diocese of Allentown Background Check & Fingerprint Authorization Form for Lay Employees & Volunteers (attached) (FBI fingerprinting clearance – less than 5 years old)
  - a. **There is a sheet attached with directions about the FBI fingerprint process.**
  - b. The following are some locations to be fingerprinted at (there are other locations that can be found at [www.pa.cogentid.com](http://www.pa.cogentid.com)):
    - i. UPS Store 4628 / East Stroudsburg, PA / Monroe County
    - ii. UPS Store 4803 / Hellertown, PA / Northampton County
    - iii. Colonial Intermediate Unit 20 / Easton, PA / Northampton County
    - iv. Lehigh University – The Mail Center / Bethlehem, PA / Northampton County
    - v. Ship Shop / Shohola, PA / Pike County
5. Pennsylvania State Police Criminal Record Check (less than 5 years old)
  - a. It may be obtained free of charge for volunteers only through the Pennsylvania Access to Criminal History (PATCH) website at: <https://epatch.state.pa.us/Home.jsp>
  - b. An original of the certificate must be presented and copied for acceptance to volunteer

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6. Pennsylvania Child Abuse History Clearance (less than 5 years old)
  - a. It may be obtained free of charge for volunteers only through the website at:  
<https://www.compass.state.pa.us/cwis/public/home>
  - b. An original of the certificate must be presented and copied for acceptance to volunteer

The clearances still include everyone taking the Protecting God's Children Workshop. **If you have taken this once, as of now, you do not have to take it again.**

**Motor Vehicle Report** – **only if driving for volunteering** (less than 5 years old) – Contact Patty Cahill for more information at 610-253-8442.

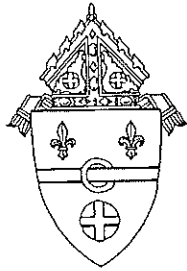
**FAQ:**

- The Allentown Diocese will only cover the cost of the FBI fingerprinting, if you hand in the Allentown Diocese Fingerprint Authorization Form to be processed and follow the guidelines on the sheet attached with directions about FBI fingerprinting process. You must pay for it yourself, if you get yourself fingerprinted without submitting the form and receiving the registration ID.

Any questions, call Patty Cahill at the school office at 610-253-8442.

God bless,

Mrs. Marybeth Okula  
Principal of St. Jane School



**DIOCESE OF ALLENTOWN**  
**Code of Conduct**  
**Acknowledgment Form for**  
**DIOCESAN CLERGY, LAY**  
**EMPLOYEES AND LAY VOLUNTEERS**

I hereby acknowledge that I have received a copy of the Code of Conduct for Diocesan Clergy, Lay Employees and Lay Volunteers dated 24, October 2003 and revised 15 May 2014. I have reviewed the Code of Conduct and understand its contents. I understand that I should speak with my supervisor or the appropriate Diocesan representative with regard to any questions that I may have regarding the Code of Conduct.

I understand that in working with children and/or youth, I am also subject to a background check including criminal history. I understand that any action inconsistent with the Diocese of Allentown Code of Conduct or failure to take action mandated by the Code of Conduct may result in my removal from involvement with children and/or youth, and/or removal from ministry. My signature confirms I have read this Code of Conduct and agree to follow the standards set forth in the Code of Conduct.

I further understand that the Diocese of Allentown has issued the Code of Conduct for informational and guidance purposes only and that the Diocese does not intend for the Code to create a contract of employment or any type of binding obligation on the Diocese. The Diocese of Allentown may periodically review the Code of Conduct and it reserves the right to amend or interpret the Code as it deems appropriate in its sole discretion. A copy of this acknowledgment form shall be placed in my personnel file.

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(Date)

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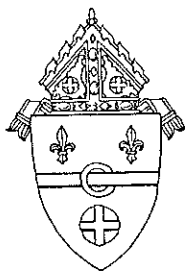
(Signature of Employee)

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Diocesan Location

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(Please print name)



**DIOCESE OF ALLENTOWN**  
**Sexual Abuse Policy Acknowledgment Form**

I hereby acknowledge that I have received a copy of the *Policy Regarding Alleged Sexual Abuse of Minors by Diocesan Clergy, Lay Employees of the Diocese, Lay Employees of Parishes, Lay Volunteers of the Diocese and Lay Volunteers of Parishes* ("Sexual Abuse Policy") Revised 20 April 2004, 19 July 2006, 10 October 2008, 29 November 2012, 23 April 2013 and 15 May 2014.

I have reviewed the Sexual Abuse Policy and understand its contents, including the statement that the Diocese of Allentown considers any allegation of sexual abuse or exploitation of a minor by a cleric or lay employee to be an extremely serious matter. I understand that I should speak with my supervisor or the appropriate Diocesan representative with regard to any questions that I may have regarding the Sexual Abuse Policy.

I further understand that the Diocese of Allentown has issued the Sexual Abuse Policy for informational or guidance purposes only and that the Diocese does not intend for the Policy to create a contract of employment or any type of binding obligation on the Diocese. The Diocese of Allentown may periodically review the Sexual Abuse Policy and it reserves the right to amend or interpret the Policy as it deems appropriate in its sole discretion. A copy of this acknowledgment form shall be placed in my personnel file.

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(Date)

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(Signature of Employee/Volunteer)

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(Please print name)

**DIOCESE OF ALLENTOWN**  
**Directions for Employees and Volunteers**  
**to obtain a Federal Bureau of Investigation Fingerprint Criminal Background Check**  
**through 3M Cogent Livescan Fingerprint Systems**

1. The Diocesan or Parish employee (or School employee if a re-check and not a new hire) or volunteer completes the Diocese of Allentown Background Check Authorization Form and submits it to the Parish's or School's local safe environment coordinator or the Diocese's Human Resource Department if a Diocesan employee.
2. The Local Safe Environment Coordinator will record receipt of the form and forward it to the Diocese's Human Resource Department for processing.
3. The Diocese will use the Background Check Authorization form from the individual to process the registration and payment for the Federal Bureau of Investigation Criminal Background Check (fingerprint) through 3M Cogent's system which is used in the Commonwealth of Pennsylvania for all fingerprint checks.
4. A registration ID is created upon registration for the specific individual. The Diocese's Human Resources Department will email the specific local Safe Environment Coordinator the registration ID.
5. The local Safe Environment Coordinator will print the registration ID and give it to the individual.
6. The individual will then have to take the printed registration ID to a Cogent fingerprint collection site. Please see Cogent's website: [www.pa.cogentid.com](http://www.pa.cogentid.com) for the location of fingerprint sites and days and hours of operation for each site.
7. At the Cogent locations, the individual will be required to provide a qualified State or Federal photo ID. A list of the approved ID types may be found on Cogent System's website. Applicants will not be processed if they cannot produce an acceptable photo ID. Once the applicant has furnished acceptable identification and the identity has been verified, all ten of the individual's fingers will be scanned. This process should take approximately five (5) minutes. The applicant's scanned fingerprints will then be electronically transmitted to the FBI by Cogent Systems.
8. If the individual is a school employee or school volunteer, the registration will be processed through the Pennsylvania Department of Education and the registration ID will be provided to the Office of Education to view the results of the background check for new all new hires, for rechecks the registration ID will be provided to the Human Resources Department to view the results. A memorandum will be issued to the school stating whether the individual has been cleared.
9. If the individual is a Diocesan, Parish or other non-school employee, the registration will be processed through Pennsylvania's Department of Human Service and the individual will receive the completed background certificate via the U.S. Postal Service to their home address. The original of this document must be given to the local Safe Environment Coordinator.



**Diocese of Allentown  
Background Check & Fingerprint Authorization Form  
for Lay Employees & Volunteers**

**Personal Information - Please Print:** THIS FORM MAY BE REPRODUCED

**Full Name:** \_\_\_\_\_  
*Last Name*
*First Name*
*Middle (Required)*

**Date of Birth:** \_\_\_\_\_ **Birthplace:** \_\_\_\_\_  
*mm/dd/yyyy*
*City, State and Country*

**Social Security Number:** \_\_\_\_\_

**Sex:** \_\_\_\_\_ **Race:** \_\_\_\_\_ **Eye Color:** \_\_\_\_\_

**Hair Color:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ lbs. **Height:** \_\_\_\_\_ ft. \_\_\_\_\_ in.

**Country of Citizenship:** \_\_\_\_\_ **Driver's License (State & Number):** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
*Street Address*
*Apartment #*  
 \_\_\_\_\_  
*City*
*State*
*ZIP Code*

**Home Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Diocesan Location & Position:** \_\_\_\_\_

**Alias(es):** \_\_\_\_\_  
*Last*
*First*
*Middle*

**Have you had a previous background check through the Diocese of Allentown?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Acknowledgement Signature**

*I hereby grant to the Diocese of Allentown permission to complete a Criminal Background Check, to conduct a social security number verification, FBI fingerprinting and to complete a Motor Vehicle Check, if applicable. I consent to the Diocese following these procedures, making these inquiries and sharing this information with other Roman Catholic Dioceses, as necessary.*

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date**

Diocese of Allentown, 1000 Northampton Street, Allentown, PA 18106-3200, (610) 374-6200, Fax (610) 374-6201

- Completed form must be returned to the Pastor, Principal or Administrator who requested its completion.
- Parish/School must retain a copy of this completed form in the employee/volunteer file.
- Fair Credit Reporting Act (FCRA) Summary of Rights on reverse of form.

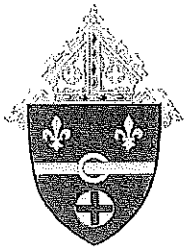
## A Summary of Your Rights Under the Fair Credit Reporting Act

The Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: **Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- 1. You must be told if information in your file has been used against you.** Anyone who uses a credit report or any other type of consumer report to deny your application for credit, insurance, or employment – or to take adverse action against you – must tell you, and give you the name, address, and phone number of the agency that provided the information.
- 2. You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer-reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - A person has taken adverse action against you because of information in your credit file;
  - You are the victim of identity theft and place a fraud alert in your file;
  - Your file contains inaccurate information as the result of fraud;
  - You are on public assistance;
  - You are unemployed but expect to apply for employment within 60 days.In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.
- 3. You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create credit scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information free from the mortgage lender.
- 4. You have a right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer-reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- 5. Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However a consumer reporting agency may continue to report information it has verified as accurate.
- 6. Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer-reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- 7. Access to your file is limited.** A consumer report agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- 8. You must give your consent for reports to be provided to employers.** A consumer-reporting agency may not give out information about you to your employer, or potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- 9. You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers of credit and insurance must include a toll-free number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688)
- 10. You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- 11. Identity theft victims and active duty military personnel have additional rights.** For more information visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For info about your federal rights, including contact information, visit <http://www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0096-fair-credit-reporting-act.pdf>

Para Informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Avenue, N.W., Washington, DC 20580



# Child Protective Services Law

All persons (including volunteers) who come into contact with children at any time in the course of their work **are considered mandated reporters of child abuse** and are required by State Law to report to law enforcement authorities all cases of suspected child abuse.

Any person who willfully fails to report child abuse commits a crime and is subject to prosecution.

Persons having reasonable cause to suspect that a child has been subjected to child abuse, or acts of child abuse, shall report immediately to the following:

- If you suspect a child is in imminent danger from abuse,

**PLEASE CALL 911 IMMEDIATELY.**

- Child Abuse Hotline (24-hour): **1-800-932-0313**
- Appropriate Office of Children and Youth Services:

Berks	610-478-6700	Bucks	215-348-6950
Carbon	570-325-3644	Luzerne	570-826-8710
Lehigh	610-782-3064	Monroe	570-420-3590
Northampton	610-559-3290	New Jersey	877-652-2873
Schuylkill	570-628-1050	Montgomery	610-278-5800

Please also complete the CY 47 form available from the County Children & Youth Services. It is to be filed within 48 hours of your call. The form is available for completion online at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)

- The Pastor or Board of Pastors of the Elementary School
- The Principal
- Attorney Joseph A. Zator at 610-432-1900
- If abuse occurs in a school setting, there may be additional reporting requirements. Please see your Principal. If the suspected perpetrator is the Principal, then see your Pastor, or the Superintendent of Education for the Diocese.

**\*\*Please document who you spoke to and when**

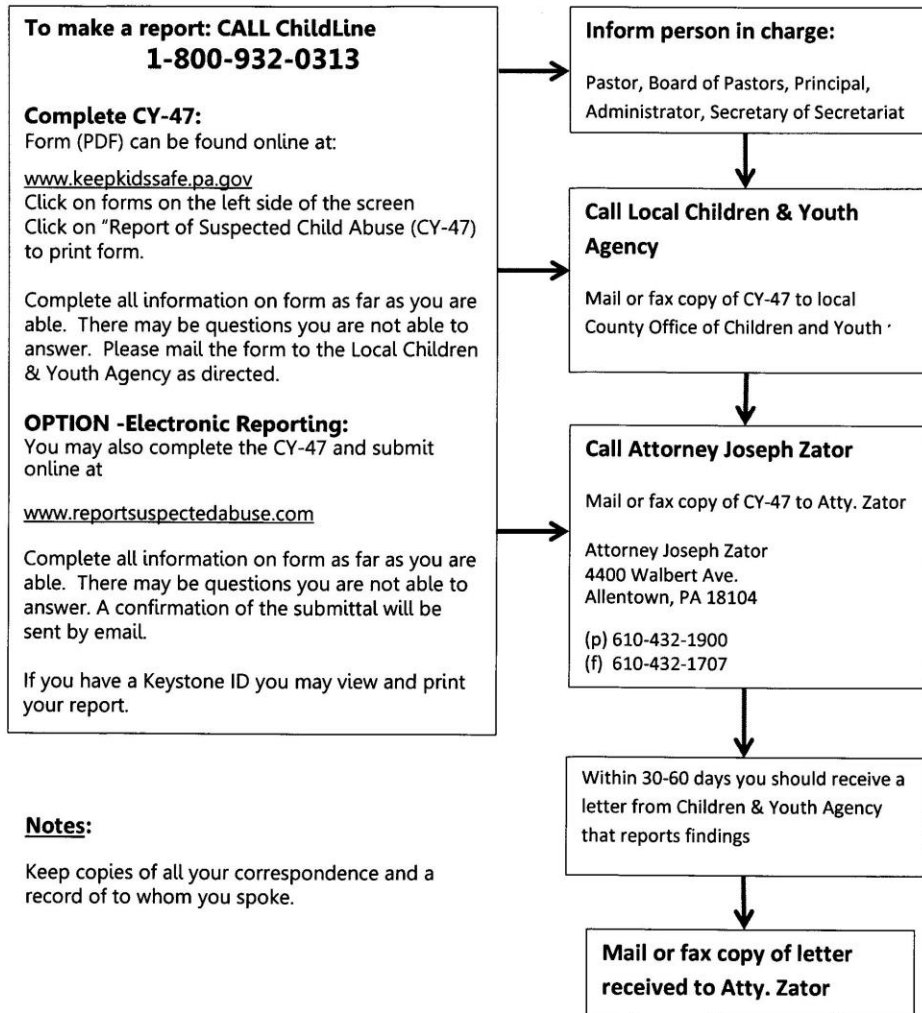
Anyone making a report is immune from civil or criminal liability provided a report is made in good faith.

**The Diocese of Allentown urges any questions  
about the interpretation of the law be resolved in favor of reporting.**





**DIOCESE OF ALLENTOWN**  
**FLOW CHART FOR MANDATED REPORTERS**  
**(Call 911 if the child is in imminent danger)**



**Notes:**

Keep copies of all your correspondence and a  
record of to whom you spoke.