

West Shore Recreation Commission  
Background Clearance & Mandated Reporter  
**PROCEDURES - Working with Minors**



## BACKGROUND CLEARANCE PROCEDURE

### **EMPLOYEES and CONTRACTED INSTRUCTORS/SERVICES working with minors:**

- *West Shore Recreation Commission (WSRC) will pay for the costs of the PA State Police criminal history and PA Child Abuse History clearances for employees. The cost of the fingerprint based federal criminal history is the responsibility of the employee.*
- *Contracted Instructors/Services - Costs to obtain these clearances are the responsibility of the contracted instructor/service. See below.*

### **Employees:**

- **PA State Police Criminal History Form** – complete legibly & return to WSRC for processing. Click on the link [PSP Form](#) to download the appropriate form. This is a “fill-in” pdf version of the form. After you type in the required information on each form you can print it and then scan/e-mail back to WSRC to either Todd Miller ([tmiller@wsrec.org](mailto:tmiller@wsrec.org)) or Eric Stauffer ([estauffer@wsrec.org](mailto:estauffer@wsrec.org)). You may also fax to 717-920-9518, or mail to PO Box 413, Lewisberry, PA 17339, or deliver to our office at the WSSD Admin Building.
- **Child Abuse History Clearance** – you must submit online yourself using these directions. Here is the link to the [keepkidssafe.pa.gov](http://keepkidssafe.pa.gov) website that explains how to establish a citizen account on the Child Welfare Portal in order to request a Child Abuse Clearance. Please use the following link to the Child Welfare Portal at <https://www.compass.state.pa.us/cwis/public/home> to set up your account according to the directions in the link above.

You will create a unique Keystone ID and security questions to establish your identity. An email will then be sent to you at the e-mail address you provide. This will contain a temporary password which you will use to sign in to the Child Welfare Portal and create a permanent password for your account. *We encourage you to keep your Keystone ID and permanent password for future use as the child abuse clearance will need to be updated in 5 years.*

Once your account is established, you may request a Child Abuse Clearance. West Shore Rec has already paid the fee for your Clearance request by purchasing payment codes. These pre-purchased payment codes will allow you to submit your request without a charge. Your payment code is unique and can only be used once. ***Please contact Todd Miller or Eric Stauffer to request your unique payment code.*** After your Clearance request is successfully completed, West Shore Rec will be able to monitor the status of your Clearance and print a copy of the Clearance results.

- **FBI Fingerprint Criminal History Check** – register online and proceed to nearest testing center to have your fingerprints taken. The PA Department of Human Services vendor for the FBI Fingerprint Criminal History Check is [IDEMIA](#). The closest fingerprint location to the WSRC Office is:
  - **IdentoGO**, Unique Home Care, 204 3<sup>rd</sup> St, New Cumberland, 17070-2108
  - **IdentoGo**, Red Land Community Library, 70 Newberry Commons, Etners, PA 17339
  - **IdentoGO**, 6483 Carlisle Pike, Suite 104, Mechanicsburg, 17055-2346

Appointments to be fingerprinted are not required, but **pre-registration** is required. Once registered, you may walk-in during a location’s posted hours of operation, but scheduling an appointment may lead to lesser/no wait times. In order to pre-register for a FBI background check and/or find a fingerprinting location, applicants should access the [IDEMIA website](#). IDEMIA uses service codes when identifying the authorized purpose for why an applicant is being fingerprinted. This ensures applicants are processed for the correct purpose and agency. **The service code you should use is: 1KG756.** Provide West Shore Rec with the results (not the receipt) of your fingerprint based record check.

### **Contracted Instructors/Services:**

- ❖ **PA State Police Criminal History Form** – the easiest method of obtaining this clearance is to submit online through the PA State Police PATCH system, but there is an option to download a form that can be mailed to the PSP as well. Provide WSRC with official results.  
Online: [PATCH](#)  
Download Form for Mailing: [Criminal History Request Form – SP4-164](#)
  
- ❖ **Child Abuse History Clearance** – the Dept of Public Welfare prefers that you submit your application online through their Child Welfare Portal. Please use the following link to the Child Welfare Portal at <https://www.compass.state.pa.us/cwis/public/home> to set up your account. Provide WSRC with official results.
  
- ❖ **FBI Fingerprint Criminal History Check** – register online and proceed to nearest testing center to have your fingerprints taken. The PA Department of Human Services vendor for the FBI Fingerprint Criminal History Check is [IDEMIA](#). The closest fingerprint location to the WSRC Office is:
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### **VOLUNTEERS working with minors:**

- *West Shore Recreation Commission (WSRC) will pay for the costs of the PA State Police criminal history and PA Child Abuse History clearances for volunteers. If the volunteer is not eligible to sign the Child Protective Services Disclosure Statement for Volunteer then the cost of the fingerprint based federal criminal history is the responsibility of the volunteer.*
- Please follow the instructions on obtaining these clearances under the "Employees" section of this document.

## **MANDATED REPORTER TRAINING PROCEDURE**

### **EMPLOYEES, VOLUNTEERS AND CONTRACTED INSTRUCTORS/SERVICES working with minors:**

- The PA Dept of Human Services supports child abuse recognition and reporting training through a variety of delivery methods ([keepkidssafe.pa.gov](http://keepkidssafe.pa.gov)). The most convenient and FREE approved method is offered through a contract with the University of Pittsburgh's Child Welfare Resource Center.
- [Mandated Reporter Training Website ~ www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)
- You will have to create an account with them as instructed and then they e-mail you a password to log-in. Keep this info in a safe place so in five years if you have to take the course again you can log-in and re-take the course.
- After you complete the training, be sure to print your certificate and provide to West Shore Rec.