

Dear Camp Nazareth Clergy, Staff and Volunteers,

This letter contains important information about our Diocesan Youth Protection Policy.

THIS LETTER APPLIES TO OUR DIOCESAN PRIESTS WHO LIVE IN THE STATE OF PENNSYLVANIA AND/OR ANY PRIEST OR LAY PERSON WHO VOLUNTEERS OR WORKS AT OUR DIOCESAN YOUTH EVENTS THAT OCCUR IN THE STATE OF PENNSYLVANIA. These events include but are not limited to the Camp Nazareth Summer Program, our Diocesan Altar Boy Retreat, our Diocesan Young Women's Encounter, as well as other Diocesan functions which incorporate youth. The ACRY Convention and Bowling Tournaments which occur in the State of Pennsylvania fall into this category.

In the interest of keeping things simple, the following clearances MUST be obtained EVERY 5 YEARS by our Diocesan Priests who live in Pennsylvania and our priests, volunteers and staff who attend our Diocesan youth events as listed above **(Remember that Camp Nazareth is still required to run certain background checks each year, but those checks are handled by its staff. Those checks are listed below as "Additional Background Checks".)** The 3 Clearances that MUST be obtained are as follows:

1. PA Child Abuse Clearance.
 - a. How is this obtained: Go to <https://www.compass.state.pa.us/cwis/public/home>. Select "Create Individual Account". Once your information is entered, a temporary password will be emailed to you.
 - b. In the email, copy the temporary password. Click on the link for "Child Welfare Portal" and select "Individual Login". Use the Keystone ID you created as your username and paste the temporary password as your password. After creating a new password, click on "Close This Window" and then select "Individual Login" again and log in using the newly created permanent password.
 - c. Select "Access My Clearances" and "Create Clearance Application". Fill out and submit the application. Be prepared to list everyone you have ever live with and all addresses you have ever lived at. The fee is waived for volunteers who have not requested a free clearance in the past 57 months. Go to "Child Abuse Clearances Account."
 - d. How much does it cost: \$13.00 for Clergy and paid Staff, to be paid via credit card at the time of application.
 - e. Who pays for it: You or your parish. Again, be prepared to pay online.
 - f. Please submit a copy of your clearance to Camp Nazareth and save one for your records.
2. PA Criminal Record Check Clearance.
 - a. How is this obtained: Go to <https://epatch.state.pa.us>. For volunteers (unpaid staff), select "New Record Check (Volunteers Only)." For Clergy and paid Staff, select "Submit a New Record Check."
 - b. Fill out the appropriate information.
 - c. How much does it cost: \$22.00. The fee is waived for volunteers. For Clergy and paid Staff, the cost is \$22, to be paid via credit card at the time of application.
 - d. Who pays for it: You or your parish. Again, be prepared to pay online.
 - e. Once the record check is complete, click on the Control Number hyperlink to get the details of the check. If there is "No Record" or "Record", the Certification Form will be immediately available.

- f. Click on the “Certification Form” hyperlink. Please save a copy for your records and give a copy to Camp Nazareth.
3. PA FBI Criminal History Report (Fingerprinting).
 - a. How is this obtained: Go to <https://www.identogo.com/locations/pennsylvania>. Be sure you have the Camp address (339 Pew Road, Mercer, PA 16137) on hand. Be sure you have a working email address – you’ll have to print your registration after you register and you will need that registration sheet to get fingerprinted. Click on “Get Fingerprinted”. Then select “Fingerprinting Service by State” – put in your own state and hit “Go”. Scroll down to “Digital Fingerprinting” and select. When it prompts you, enter the proper code. The codes are the following: **For Volunteers: 1KG6ZJ (last letter is a “J”) under DHS Volunteer Service Code. For paid Staff and Clergy: 1KG738 under Child care services/program, employee or contractor service code.** When you choose the document to verify your identity it may be simplest to use your Driver’s License. You can schedule an appointment or walk-in. Scheduled appointments take priority over walk-ins.
 - b. Fill out all of the personal information requested and schedule an appointment. Choose the date and time for the appointment and then select “Submit” on the last page.
 - c. You will manage your appointment and location through the link above. If you’d like to view service locations prior to registering, please visit the Identogo website.
 - d. Go to the location selected to get the digital fingerprinting done during the scheduled appointment. The results will be mailed to your home within 1-3 weeks of the appointment.
 - e. How much does it cost: \$23.85 but it may vary. Paid at the time of appointment.
 - f. Who pays for it: You or your parish. Be prepared to pay online – you may not be required to, but be prepared anyway – you may have to pay at the Identogo site you visit – be sure you know what forms of payment they accept (it will show you online). Camp will reimburse your cost if you turn in a receipt of payment to the Camp.
 - g. After you receive your Registration ID number online (remember you have to print it from your email), you will then be required to be fingerprinted. The website above will tell you the closest location near you where you can get fingerprinted. You’ll need one form of photo ID – Whatever you choose on the website above AND your Registration Form you printed.
 - h. If you miss your appointment, please reschedule online or call (844)-321-2124.
 - i. Please submit a copy of your FBI check to Camp Nazareth and keep the original for your records.
 - j. Some states do not offer fingerprinting in which they release information to your employer. Please talk with the Camp if you find out your state will not release the fingerprint information to the Camp.
 - k. All paid Staff, Clergy and Volunteers must complete this check every 5 years.

Additional Background Checks (This one we have to do every year.)

- a. How is this obtained: For those volunteering or working at Camp Nazareth you simply need to fill out your application as you always have. For those volunteering or working at the Altar Boy

Retreat, the Young Ladies Encounter, or other Diocesan youth functions, you need to fill out the applications of those events and/or call Camp Nazareth to begin the process.

- b. How much does it cost: \$21.00
- c. Who pays for it: Camp Nazareth

IN ADDITION you MUST also undergo Mandated Reporter Training.

- a. The Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania three-hour online training is required by law to be completed every 5 years, by any Clergy, paid Staff, or Volunteers residing in PA or volunteering in PA.
- b. How is this obtained: Go to <https://reportabusepa.pitt.edu>. Select "Registration" at the top of the page and fill out the relevant information to create your free account.
- c. Login using your custom username and password to complete the course. Select the course "rrca-1051" (Recognizing and Reporting Child Abuse) and the course should open in a new window. You may complete all of the sections in one sitting, or in multiple sessions. Your progress will be saved if you "Take a Break" with sections remaining to complete. This class qualifies for 3 credit hours of continuing education for some positions.
- d. How much does it cost: \$0

Please call me at Camp Nazareth if you have questions about the above information.

Please be sure you:

1. Keep all your original clearances! Again, keep all your original clearances!
2. Send a copy of all your clearances to Camp Nazareth! This is for Diocesan compliance.
3. Send a copy of all your clearances to the Director of the Diocesan Youth events at which you volunteer or work. This is for Event compliance.
4. Send a copy of your Mandated Reporter Training certificate of completion to Camp Nazareth.
5. Send a copy of your Mandated Reporter Training certificate of completion to the Director of the Diocesan Youth events at which you volunteer or work.

This is very important for our Youth, us, our volunteers, Camp, and our Diocese. Soon these standards will apply to all our Diocesan Priests, workers and volunteers who are involved with Youth Ministry. It will take time for you to work through the process. Start now!

Please call me if you have questions about anything in the above outlined process or if you have difficulty with the clearances.

Thank you.

Yours in Christ,

Fr. Stephen

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