

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, STAFF AND VOLUNTEERS 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 NOW, and then 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 if you had gotten these clearances done last year you do not need to get them done again for 5 years from the date you obtained the clearances. 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. Child Abuse Clearance.
 - a. How is this obtained: Go to <https://www.compass.state.pa.us/cwis/public/home>. Follow the instructions.
 - b. How much does it cost: \$8.00
 - c. Who pays for it: You or your parish. Be prepared to pay online.
2. Criminal Record Check Clearance.
 - a. How is this obtained: Go to <https://epatch.state.pa.us/Home.jsp>. Follow the instructions.
 - b. How much does it cost: \$10.00
 - c. Who pays for it: You or your parish. Be prepared to pay online.
3. FBI Fingerprinting Clearance.
 - a. How is this obtained: Go to www.identogo.com. 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. For Employees: 1KG738 under Child care services/program, employee or contractor.** 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. How much does it cost: varies
 - c. 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.
 - d. 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.

- e. 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.

Additional Background Checks (This one the Camp has 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. How is this obtained: Go to <https://reportabusepa.pitt.edu>. Follow the instructions.
- b. How much does it cost: \$0

Please call me at Camp Nazareth if you have questions about the above information. This has been a learning process for us and we continue to learn how the new Pennsylvania Standards are interpreted and applied.

PLEASE FIND BELOW (AFTER THIS LETTER) IMPORTANT INSTRUCTIONS TO HELP YOU THROUGH THE PROCESS IN NUMBERS 1-3 OUTLINED ABOVE. Again, if you have questions, please call us at the Camp.

In addition, for those to whom this letter applies you MUST do the following:

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 your Mandated Reporter Training certificate of completion to Camp Nazareth.

The times are changing. We have known this for a while now. 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! Remember that for the 3 Clearances we have to do this NOW but then not for another 5 years.

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

Fr. Stephen Lopusky
724-662-4840
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CLEARANCE PROCEDURES: YOU MUST DO ALL 3 (THREE)

1. Child Abuse Clearance: <https://www.compass.state.pa.us/cwis/public/home> (14 days)

- Click on "Create a New Account"
- You will be prompted to "Create a Keystone ID" and complete Profile Information
- You will receive a temporary password and directed to set a permanent password – close window and log-in with new password
- Read and accept Terms and Conditions
- Continue to "Create Clearance Application"
- Begin "Application Purpose" – choose "School Employment"
- Complete Contact Information – you will need your previous names and addresses, the names and ages of all people with whom you have lived (including parents and siblings) since 1975.
- eSignature (type in first and last name)
- Proceed to "Application Payment"
- Continue to "Finalize & Submit Application"
- You will receive "Application Submission Confirmation"
- Email notification of the outcome of your clearance within 14 days

2. Criminal Record Check Clearance: <https://epatch.state.pa.us/Home.jsp> (0-10 days)

- Under "Credit Card Users", click on "Submit a New Record Check"
- Read and accept the Terms and Conditions
- Complete Personal Information
- Reason for Request is "Employment"
- After all information has been completed, click on "Finished" and then "Submit"
- Fill in the payment information and click "Next"
- Results will appear. If you have no record, the status will be "No Record". Click on "Certification Form" and print. If the status is "Request Under Review", the State Police will review your request – check back in a few days to see if the status has been updated. If the status has been changed to "No Record", print the certification sheet. If the status is "Record", the results will be mailed to you.

3. FBI Fingerprinting Clearance: www.identogo.com

• See Above in the Letter

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Clergy/Staff/Volunteers, If you don't understand something, please try to work through the process. Just getting started is sometimes the most difficult part. DON'T WAIT!! Start on this now. It simply takes time. This is important to us. Remember, that we only have to go through this process once every 5 years.