



Mayor William Peduto

BACKGROUND CLEARANCES

Criminal Background Reports and Child Abuse History Reports

All staff or personnel directly supervising summer youth program participants must have a satisfactory Pennsylvania Criminal Background report and Child Abuse History Report (or Employment Affidavits for Contractor staff or Worksite Supervisors, as appropriate) **PRIOR** to the start of program.

The Criminal Background Report is obtained through the Pennsylvania State Police PATCH Criminal History Request process at <https://epatch.state.pa.us/Home.jsp>. The cost is \$10.00 and the report is instantaneous. Therefore, the Criminal Background Report must be transmitted to the City of Pittsburgh PSYEP staff prior to the start of any employee acting as a direct Supervisor. The Child Abuse History Clearance report and information on submitting an application is at <http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

Child Abuse History Clearance results are mailed to the applicant within 14 days from the date that the Clearance is received by the Commonwealth of PA. Interpretation of results of both the Criminal History and Child Abuse History reports will be made by the City and decisions will be made on what is determined to be in the best interest of the youth to be served.