



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 Clearance report **PRIOR** to the start of programming. Interpretation of results of both the Criminal History and Child Abuse History reports will be made by the City of Pittsburgh and the Pittsburgh Partnership and decisions will be made on what is determined to be in the best interest of the youth to be served.

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 available on-line. Therefore, the Criminal Background Report must be transmitted to the City of Pittsburgh and the Pittsburgh Partnership Learn & Earn staff prior to any contractor or worksite employee being able to act as a direct supervisor of program participants. If the report comes out as "pending review" then the individual is NOT allowed unsupervised contact with youth until the record comes back as "No record exists" or the detailed criminal record is reviewed by Learn & Earn staff and the individual is approved to work with program participants.

The Child Abuse History Clearance Report is obtained through the Department of Human Services at: <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>. The cost is \$10.00 and the report is available on-line. Therefore, the Child Abuse History Clearance report must be transmitted to the City of Pittsburgh and the Pittsburgh Partnership Learn & Earn staff prior to the start of any contractor or worksite employee acting as a direct supervisor of program participants.