Walnut Grove Farms Volunteer and Employee Clearances:

1. PA Child Abuse History Clearance (14 years or older)
   a. Free for Volunteers
   b. $13 for Employees
   c. Needs to be completed every 57 months
   d. Online Submission
      i. https://www.compass.state.pa.us/cwis/public/home
      ii. The self-service portal also provides organizations the ability to create business accounts to prepay for child abuse clearances and have online access to the results. Organizations who want to set up business accounts must first register for a Business Partner User account using the "Organization Account Access" link on the Child Welfare Portal. Organization accounts will allow businesses and organizations to purchase child abuse history clearance payment codes and distribute those codes to applicants. When an applicant uses a code given to them by an organization, the organization will have access to the applicant's child abuse history clearance results once those results are processed.
   e. OR Paper Submission
      i. http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf
      ii. **ChildLine and Abuse Registry**
         Pennsylvania Department of Human Services
         PO Box 8170
         Harrisburg, PA 17105-8170
   f. An applicant can request that a Pennsylvania Child Abuse History Clearance be mailed to an organization by completing a Consent Release of Information Authorization Form. Both the applicant and organization must sign the form and the form must be attached to a paper Child Abuse History Clearance application submitted via mail in order for the results to be released to the organization. Older versions of the Consent Release Form without a signature line for the organization will not be accepted and the certification result will be returned directly to the applicant, not the organization.
2. PA State Police Criminal Record Check (14 years or older)
   a. Free for Volunteers
   b. $22 for Employees
   c. Online Request
      i. https://epatch.state.pa.us/Home.jsp
   d. OR Paper Request
      i. http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_291627.doc
3. FBI Criminal History Background Check (Fingerprinting) (14 years or older)
   a. **Only required if the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 consecutive years**
      i. **If volunteer has lived in PA for the last 10 consecutive years, a disclosure statement is required to be signed. WG FBI Disclosure Statement.pdf**
   b. $23.85 for Employees
   c. $22.60 for Volunteers *(Please see Renee if you have lived outside of PA in the last 10 years consecutively)*
   d. First, volunteer or employee must register at www.identogo.com or Call 1-844-321-2101
   e. Second, Volunteer or Employee must bring service code **(1KG6ZJ)** and identification document to a fingerprint location (walk in or by appointment).
   f. Employees or volunteers are required to pay for fingerprinting at the time of service. If an employer is paying, an authorization code must be provided; otherwise the employee or volunteer will be required to pay out of pocket. If an employer wishes to set up a payment agreement with IDEMIA/IdentoGo/Morphotrust, please scroll down to the end of the page titled, "IDEMIA Payment Option" for more information.

4. Mandated Reporter Training (14 years or older)
    a. https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tabId=_2_1&tab_tab_group_id=_91_1
    b. In the top left hand corner, click "Registration"
    c. Before submitting form, select the box that says "No, I acknowledge my information will not be sent to the Department of Sate for initial licensure, license renewal, or license reinstatement."
    d. You should receive your certificate in 24 hours, please submit a copy to Walnut Grove Farms.
    e. **This course cannot be taken on a mobile device, including cell phones, Ipads, tablets, etc.**
    f. **This is a 3 hour course, but can be taken in increments. During any future visits, you will get a pop up message asking if you would like to resume where you let off. Please click on "Okay" and you will pick-up where you ended your last session.**