

Clearance requirements for WorkReady Worksite Supervisors

On July 1, 2015, Governor Tom Wolf signed into law Act 15 ([House Bill 1276](#)), which amends Pennsylvania's Child Protective Services Law (CPSL) to clarify the requirements of employers and volunteer-based organizations to provide for criminal background checks and child abuse clearances of their employees and volunteers who work directly with children. The new law outlines responsibilities as they relate to work-based learning programs. Specifically:

If the program, activity or service is an internship, externship, work-study, co-op or similar program, only an adult applying for or holding a paid position with an employer that participates in the internship, externship, work-study, co-op or similar program with a school and whom the employer and the school identify as the child's supervisor and the person responsible for the child's welfare while the child participates in the program with the employer is required to obtain the certifications, not all employees.

As a result, the Philadelphia Youth Network (PYN) has instituted a process to comply with the regulations. All applicants to the WorkReady system that may be placed in jobs with routine interaction and direct contact with children will need to satisfy the following requirements:

- FBI Criminal Background Check (*Waived in some cases – see chart on second page.*)
- State Criminal History Check
- State Child Abuse Clearance

What convictions might prohibit an applicant from serving as a Worksite Supervisor?

- Being named as a perpetrator of a founded report of child abuse within the past five years as defined by Child Protective Services Law.
- Being convicted of a felony offense under Act 64-1972 (related to the controlled substance, drug device and cosmetics act) within the past five years.
- Being convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or equivalent crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth:
 - Chapter 25 (relating to criminal homicide)
 - Section 2702 (relating to aggravated assault)
 - Section 2709.1 (relating to stalking)
 - Section 2901 (relating to kidnapping)
 - Section 2902 (relating to unlawful restraint)
 - Section 3121 (relating to rape)
 - Section 3122.1 (relating to statutory sexual assault)
 - Section 3123 (relating to involuntary deviate sexual intercourse)
 - Section 3124.1 (relating to sexual assault)
 - Section 3125 (relating to aggravated indecent assault)
 - Section 3126 (relating to indecent assault)
 - Section 3127 (relating to indecent exposure)
 - Section 4302 (relating to incest)
 - Section 4303 (relating to concealing death of child)
 - Section 4304 (relating to endangering welfare of children)
 - Section 4305 (relating to dealing in infant children)
 - Section 5902(b) (relating to prostitution and related offenses)
 - Section 5903(c) (d) (relating to obscene and other sexual material and performances)
 - Section 6301 (relating to corruption of minors)
 - Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state

The following chart outlines what process and documents you will need to meet the requirements.

If you...	You will...
Have previously obtained all required clearances	<ul style="list-style-type: none"> - Submit copies of all clearances valid for five years prior to the start date of the program <i>(for summer 2017 you must have obtained clearances by 8/31/2012)</i> - Submit a signed Disclosure Statement for Worksite Supervisors
Have obtained required clearances through Sterling	<ul style="list-style-type: none"> - Submit a signed Disclosure Statement for Worksite Supervisors ****Submit your copy of FBI results received in the mail
Have NOT been a resident of PA for the past 10 years	<ul style="list-style-type: none"> - Complete the Sterling Background Check STATE AND FBI clearance package - Submit a signed Disclosure Statement for Worksite Supervisors - Submit a signed PYN Clearance Consent Form - Submit a signed State Child Abuse Clearance Release Form or complete the Online Consent Process - Upon submission of the clearance package: <ul style="list-style-type: none"> o Complete the FBI Criminal Background Check registration via email instructions and print receipt <ul style="list-style-type: none"> ▪ Visit a fingerprinting location and submit fingerprints for your FBI clearance ▪ You must provide results of your FBI Criminal Background Check to your provider and PYN o Complete the State Child Abuse Clearance registration via email instructions
Have been a resident of PA for the past 10 years	<ul style="list-style-type: none"> - Complete the Sterling Background Check STATE clearance package - Submit a signed Disclosure Statement for Worksite Supervisors - Submit a signed PYN Clearance Consent Form - Submit a signed State Child Abuse Clearance Release Form or complete the Online Consent Process - Upon submission of the clearance package: <ul style="list-style-type: none"> o Complete the State Child Abuse Clearance registration via email instructions