

Clearance requirements for WorkReady youth and young adult employees

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.

As a result the Philadelphia Youth Network (PYN) must institute a new process to comply with new 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 WorkReady employee in positions working with youth?

- 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.

You will receive instructions from PYN or your provider partner on the submission process for everything outlined below

If you are...	And...	You will...
14-17 years old at the time of your enrollment session	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 (7/3/2012) - Submit a signed Disclosure Statement for Employees signed by you <u>AND</u> your parent/guardian
	Have obtained required clearances through Sterling and was a resident of PA for the past 10 years	<ul style="list-style-type: none"> - Submit a signed Disclosure Statement for Employees signed by you <u>AND</u> your parent/guardian
	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 Employees - Submit a PYN Clearance Consent Form signed by you <u>AND</u> your parent/guardian - Submit a signed State Child Abuse Clearance Release Form - 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 ▪ Provide results of your FBI Criminal Background Check to your provider or PYN ***Submit your copy of FBI results <i>if</i> received in the mail 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 Disclosure Statement for Employees signed by you <u>AND</u> your parent/guardian - Submit the PYN Clearance Consent Form signed by you <u>AND</u> your parent/guardian - Submit a signed State Child Abuse Clearance Release Form - Upon submission of the clearance package: <ul style="list-style-type: none"> o Complete the State Child Abuse Clearance registration via email instructions
18 years old at the time of your enrollment session	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 (8/31/2012) - Submit a signed Disclosure Statement for Employees (parent signature not required)
	Have obtained required clearances through Sterling	<ul style="list-style-type: none"> - Submit copies of FBI results with valid date through (8/31/2012) - Submit a signed Disclosure Statement for Employees (parent signature not required) ***If you were 17 years old when cleared through Sterling and now 18 years old, you will need to complete FBI Criminal Background Check registration
	Have never obtained clearances	<ul style="list-style-type: none"> - Complete the Sterling Background Check STATE AND FBI clearance package - Submit a signed Disclosure Statement for Employees (parent signature not required) - Submit a signed PYN Clearance Consent Form - Submit a signed State Child Abuse Clearance Release Form - Upon submission of the clearance package: <ul style="list-style-type: none"> o Complete the 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 ▪ Provide results of your FBI Criminal Background Check to your provider or PYN o Complete the State Child Abuse Clearance registration via email instructions