**Youth Programs, Activities and Service**

**Background Clearance Certifications**

**COVID-19 Temporary Relief for Initial/Re-certification Request**

The closure of fingerprinting stations throughout Pennsylvania during the COVID-19 emergency has left employees and volunteers who have direct contact with children unable to obtain the required documentation to work. To provide relief, a new law, known as Act 18, was signed May 8, 2020 by Gov. Tom Wolf that temporarily suspends the FBI background check requirement until Dec. 31, 2020, or 60 days after the end of the emergency declaration, whichever occurs first. Under the temporary measures, new employees and volunteers may begin work without completion of federal clearances if certain requirements are met. Existing employees who were due to recertify their background checks after March 6, 2020, will be subject to the same deadline extension.

**Requirements**

1. The individual must submit the Pennsylvania State Police and ChildLine background checks.
2. The individual has been a resident of Pennsylvania for the past 10 years or submits a state police (or equivalent) background check from their last state of residence.
3. Child Care Center employees must submit the National Sex Offender Registry (NSOR) clearance.
4. The employer must document the reason, which relates to the COVID-19 disaster emergency, that the individual is unable to obtain and submit the certifications required.
5. The individual must affirm, in writing and subject to penalty of 18 Pa. C.S. § 4903 (relating to false swearing), that they have not been convicted of a crime that disqualifies them from working with children.
6. The individual must submit completed FBI background and fingerprint checks before Dec. 31, 2020, or within 60 days of the end of the COVID-19 emergency declaration, whichever is sooner.

**Request for Temporary Clearance Relief**

1. The Hiring Manager submits the offer to Talent Acquisition.
2. The recruiter provides the Hiring Manager with this form and the *DHS Disclosure Statement Application Form* and initiates the process for obtaining the State Police and Child Abuse clearances using First Advantage.
3. The Hiring Manager completes Section 1 of this *COVID-19 Temporary Relief* form and forward it and *the DHS Disclosure Statement Application* form to the employee.
4. The employee will:
	1. Complete Section 2 of the *COVID-19 Temporary Relief* form
	2. Sign and have witnessed the *DHS Disclosure Statement Application* form – the Hiring Manager serve as the form witness
	3. Complete electronic applications for both the PA State Police and Child Abuse clearances using instructions provided via email from First Advantage
	4. If the individual has not been a resident of Pennsylvania for the past 10 years, they will apply for a state police (or equivalent) background check from their last state of residence.
	5. Submit the completed *COVID-19 Temporary Relief* form and *DHS Disclosure Statement Application* form to the Talent Acquisition recruiter, along with the out of state police background check if applicable
5. Once all documents are received and verified by the Talent Acquisition recruiter, they will complete the hire in Workday.

**COVID-19 Background Clearance Certification Temporary Relief Form**

**INSTRUCTIONS**

This form must be completed and placed in the employee’s personnel file in the event the employee is unable to obtain the *FBI Criminal Background Check (Department of Human Services)* due to Pennsylvania’s disaster emergency relating to COVID-19. Further guidance can be provided by your Penn State Recruiter.

1. **Hiring Manger to Complete**

Department/Unit: Date:

Employee Name: Start Date:

Name of Hiring Manager Requesting Temporary Relief:

Supervisor (with clearances) of employee while in temporary relief status:

Employee Role:

Rationale for inability to obtain initial or recert (why individual is unable to obtain and submit the certifications):

Hiring Manager Signature: Date:

1. **Employee to Complete**

I agree that I will submit my *FBI Criminal Background Check (Department of Human Services)* to Penn State’s Office of Human Resources no later than December 31, 2020, or 60 days after the expiration of the declaration of disaster emergency issued by the Governor on March 6, 2020, whichever is sooner.

Employee Signature: Date:

1. **Human Resources to Complete**

The following documents with this form to Human Resources. Please check if this is an initial (new hire) or recertification (current employee).

|  |  |
| --- | --- |
| * Initial Certification
 | * Re-certification
 |
| Please check boxes as confirmation of receipt* Pennsylvania Child Abuse History Clearance Form

(CY-113)* Pennsylvania State Police Criminal Record Check (SP4-164)
* State police (or equivalent) background check from last state of residence
	+ Not Applicable
* NSOR (Child Care Centers Only)
	+ Not Applicable
* [DHS Disclosure Statement Application for Employment, Including Provisional Employment](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160268.docx)
 | Please check boxes as confirmation of receipt* Pennsylvania Child Abuse History Clearance Form

(CY-113)* Pennsylvania State Police Criminal Record Check (SP4-164)
* NSOR (Child Care Centers Only)
	+ Not Applicable
* [DHS Disclosure Statement Application for Employment, Including Provisional Employment](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160268.docx)
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Human Resource Representative Name:

Human Resource Representative Signature: Date:

**This document must be obtained in the employee’s clearance file for the retention period.**