

Luzerne County Head Start, Inc.

Volunteer Clearance/Required Paperwork Procedure

PENNSYLVANIA STATE RESIDENT, 18 YEARS OR OLDER,

WHO HAS LIVED IN THE STATE FOR 10 YEARS OR LONGER, CONSECUTIVELY

(if you have not resided in PA for at least the last 10 years, consecutively, refer to Page 2 of this document)

1. Obtain Pennsylvania Child Abuse History Clearance through the Child Welfare Portal at www.compass.state.pa.us. You will need to have a personal email account and will be asked to “Create Individual Account”. Following the necessary steps you will create a “Keystone ID” and password, be sure you write this down as you will need it at a later time. You will then use your Keystone ID and password to obtain a Child Abuse Clearance by clicking on the option “Create Clearance Application” in the Child Welfare Portal.

Information you will need in order to submit your application:

- Addresses where you have previously lived
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by

Typically, you will be given immediate access to your results or the status of your results if your results cannot be processed immediately. You may print these results for your application. An official copy will also be mailed to you.

2. Obtain a Pennsylvania State Police Criminal History Check via <https://epatch.pa.gov/home>. Click on the box labeled “New Volunteer Record Check”. Fill in the required information. Be sure to accurately fill in the following:

- **Volunteer Organization Name:** Luzerne County Head Start, Inc.
- **Volunteer Organization Telephone Number:** 570-829-6231

You will be instructed to print the clearance record once all required information is submitted and the check is complete. An official copy will be mailed to you.

3. Complete a LCHS Volunteer Application.

4. Complete a LCHS TB Screening Form.

5. Complete a LCHS Confidentiality Pledge (form).

6. Complete a LCHS Standards of Conduct form.

Once all clearances are received and all paperwork is completed, return to a LCHS staff person, then complete Step 7.

7. Sign the “Disclosure Statement Application for Volunteers (Required by the Child Protective Services Law)” in the presence of an LCHS staff person, affirming that you have been a resident of Pennsylvania consecutively for the past ten years and that you have not been named a perpetrator of a founded report of child abuse within the past five years.

You will be notified by our agency as to when you can schedule your volunteer training at your center.

Luzerne County Head Start, Inc.

Volunteer Clearance/Required Paperwork Procedure

PENNSYLVANIA STATE RESIDENT, 18 YEARS OR OLDER, WHO HAS LIVED IN THE STATE LESS THAN 10 YEARS

1. Obtain Pennsylvania Child Abuse History Clearance through the Child Welfare Portal at www.compass.state.pa.us/CWIS. You will need to have a personal email account. You will be asked to "Create Individual Account". Following the necessary steps you will create a "Keystone ID" and password. Be sure you write this down as you will need it at a later time. You will then use your Keystone ID and password to obtain a Child Abuse Clearance by clicking on the option "Create Clearance Application" in the Child Welfare Portal.

Information you will need in order to submit your application:

- Addresses where you have previously lived
- Names of all individuals with whom you have lived, to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by

You will be given immediate access to your results or the status of your results if your results cannot be processed immediately. You may print these results for your application. An official copy will also be mailed to you.

2. Obtain a PA State Police Criminal Record Check via <https://epatch.state.pa.us/>. Click on the box labeled "New Volunteer Record Check". Fill in the required information. Be sure to accurately fill in the following:

- **Volunteer Organization Name:** Luzerne County Head Start
- **Volunteer Organization Telephone Number:** 570-829-6231

You will be instructed to print the clearance record once all required information is submitted and the check is complete. An official copy will be mailed to you.

3. Obtain an FBI Fingerprint Criminal Background Check. Please note that Luzerne County Head Start (LCHS) will reimburse a parent or guardian the charge for this background check, only if your results allow you to volunteer with our agency.

STEP 1: You must register prior to visiting the fingerprinting site. You may register online at uenroll.identogo.com. When registering as a Department of Human Services (DHS) Volunteer, please use the **Service Code 1KG6ZJ**. You may also register by phone by calling 1-844-321-2101.

STEP 2: Once you provide all required information, you will be instructed to print out the registration and take it with you to a fingerprint site. Information for each location is posted on the website uenroll.identogo.com.

Please note available sites in Luzerne County with 18702 and 18201 zip codes:

Children's Service Center of Wyoming
324 S. Franklin St, Wilkes Barre, PA 18702
Hours: M-TH: 8:30am - 12:30pm

Luzerne Intermediate Unit 18
368 Tioga Avenue, Kingston, PA 18704
Hours: M-F: 8:30am - 03:30pm

Leonard's Auto Tag Service
996 N. Sherman Ct, Hazleton, PA 18201
Hours: M-TH: 10:00am - 5:00pm

The applicant will pay a fee for the fingerprint service to secure the FBI fingerprint results. Applicants will make their payment at registration via a credit/debit card. Applicants will have an ability to receive their FBI results electronically. Note - this opportunity is only available for applicants who are determined to be eligible and who do not have a record. Shortly after fingerprints have been taken and a result can be provided, you will receive an email. This should be printed out and added as a part of the Volunteer Application. If any result has a record associated with it, those results will not be electronically available and can only be transmitted by US Mail. Current mailing timelines take at least 7-10 business days to reach the intended destination; all results will still be transmitted by US Mail to all applicants.

4. Complete a LCHS Agency Volunteer Application.
5. Complete a LCHS TB Screening Form.
6. Complete a LCHS Confidentiality Pledge (form).
7. Complete a LCHS Standards of Conduct form.

Once all LCHS forms are complete and you have obtained all 3 clearances, please submit them to an LCHS staff person. You will be notified as to when you can schedule your volunteer training at your center.