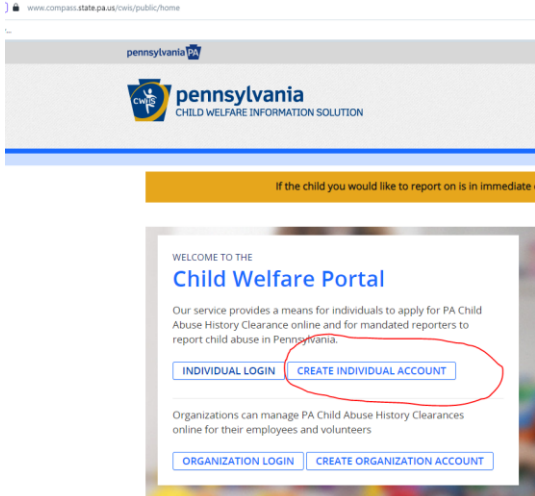
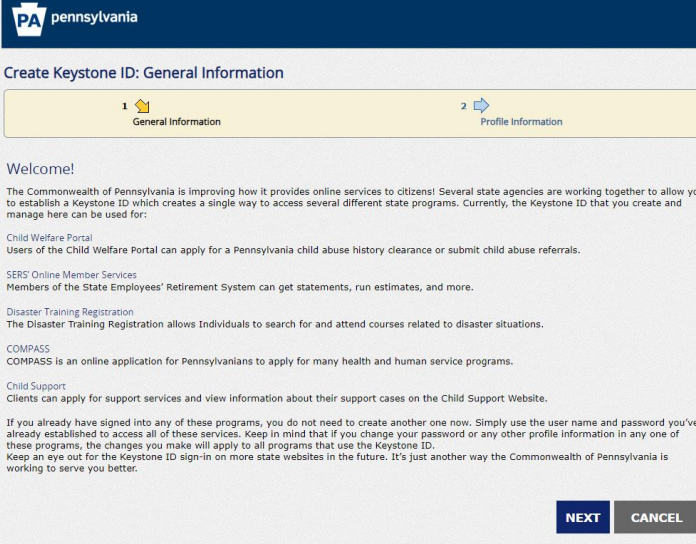
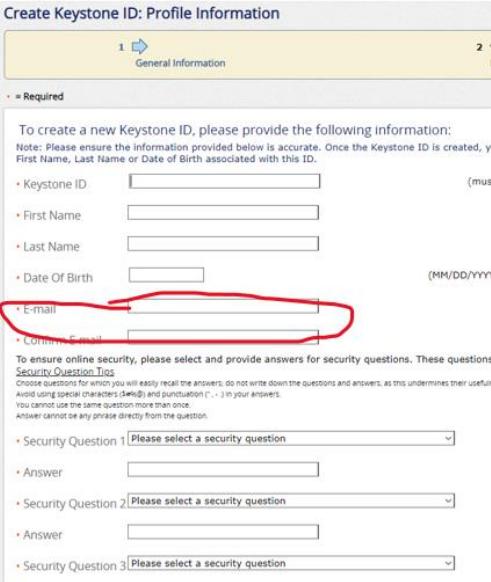
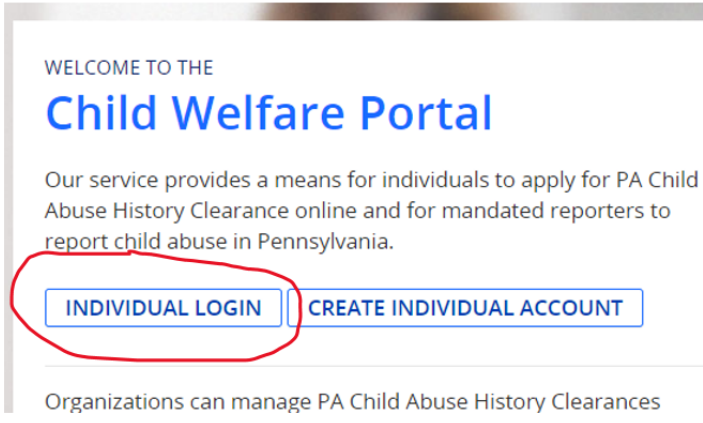
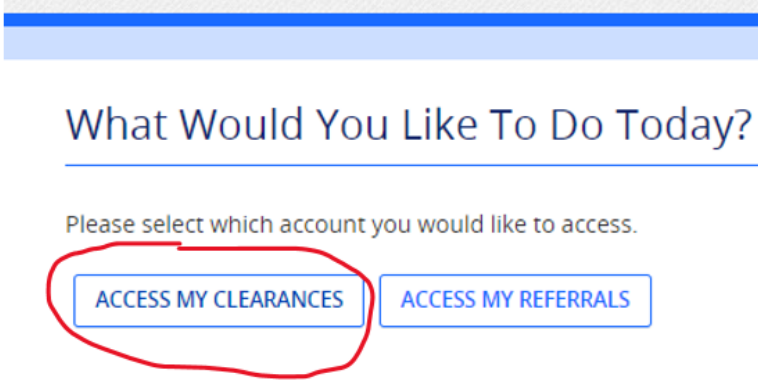


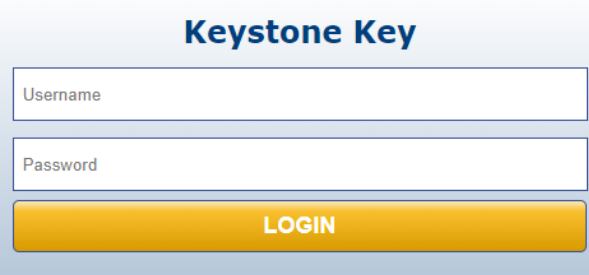
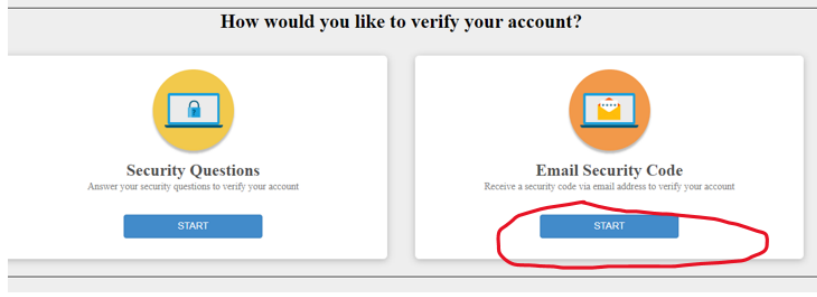
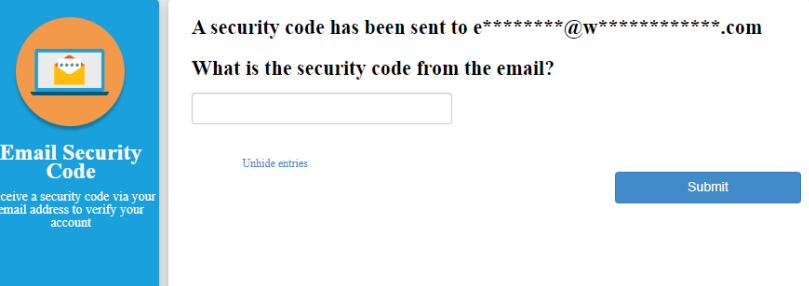
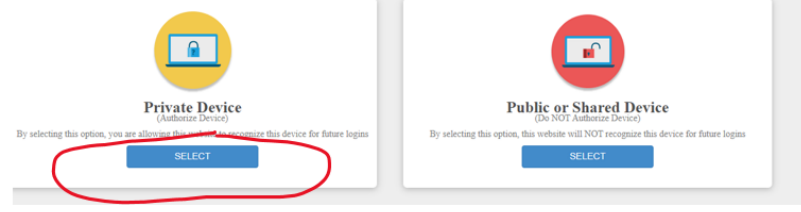
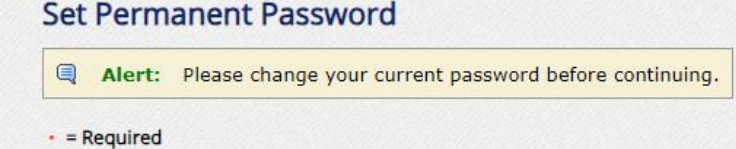
PA CHILD ABUSE Clearance Instructions.

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>

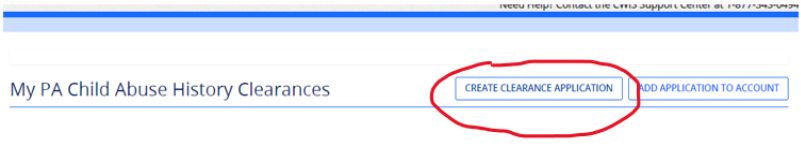
STEP 1	Department of Human Services > Keep Kids Safe > Get a Clearance > PA Child Abuse History Certification Child Abuse History Certification (CY113) Cost • Free — Volunteers • \$13 — Employees, Foster/Adoptive <i>Note:</i> Child abuse certification fees for volunteers will continue to be waived one time every 57 months. How to Submit an Application Online Submission The Pennsylvania Child Abuse History Certification can be submitted and paid for online through the Child Welfare Information Solution (CWIS) self-service portal. Submitting an application online allows individual applicants to receive the results through an automated system that will notify them once their results have been processed. Applicants will be able to view and print their results online.	
STEP 2	 The screenshot shows the Pennsylvania Child Welfare Information Solution (CWIS) self-service portal. The page has a header with the Pennsylvania state logo and the text 'pennsylvania CHILD WELFARE INFORMATION SOLUTION'. Below the header, there is a yellow banner that says 'If the child you would like to report on is in immediate'. The main content area is titled 'WELCOME TO THE Child Welfare Portal' and describes the service. There are two buttons: 'INDIVIDUAL LOGIN' and 'CREATE INDIVIDUAL ACCOUNT', with the latter being circled in red. Below these are 'ORGANIZATION LOGIN' and 'CREATE ORGANIZATION ACCOUNT' buttons.	
STEP 3	 The screenshot shows the 'Create Keystone ID: General Information' page. The page has a header with the Pennsylvania state logo and the text 'pennsylvania'. Below the header, there is a section titled 'Create Keystone ID: General Information'. There are two tabs: '1 General Information' and '2 Profile Information'. The 'General Information' tab is active. The page contains a 'Welcome!' message and a list of services that can be accessed using the Keystone ID. The services listed are: Child Welfare Portal, SERS' Online Member Services, Disaster Training Registration, COMPASS, and Child Support. At the bottom of the page, there are 'NEXT' and 'CANCEL' buttons.	

STEP 4	 Create Keystone ID: Profile Information 1 General Information 2 Security Questions • Required To create a new Keystone ID, please provide the following information: Note: Please ensure the information provided below is accurate. Once the Keystone ID is created, you will be able to use it to log in to the system. The Keystone ID is associated with this ID. • Keystone ID (must be 8-15 characters long) • First Name • Last Name • Date Of Birth (MM/DD/YYYY) • E-mail • Confirm E-mail To ensure online security, please select and provide answers for security questions. These questions will be used to verify your identity when you log in to the system. Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness. Avoid using special characters (such as @ and #) and punctuation (such as / and \) in your answers. You cannot use the same question more than once. Answer cannot be any phrase directly from the question. • Security Question 1 Please select a security question • Answer • Security Question 2 Please select a security question • Answer • Security Question 3 Please select a security question
STEP 5	Check your e-mail for your temporary password! You have successfully created a Keystone ID and a temporary password has been sent to your e-mail. You need to use this temporary password and sign back in to the system. You need to use this temporary password for future use. Please close this browser window and login to your application.
STEP 6	 WELCOME TO THE Child Welfare Portal Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania. INDIVIDUAL LOGIN CREATE INDIVIDUAL ACCOUNT Organizations can manage PA Child Abuse History Clearances

STEP 7	
STEP 8	Learn More ABOUT THIS WEBSITE This secure website is provided for individuals who want to have their Pennsylvania Child Abuse History Clearance processed online. The Pennsylvania Child Abuse History Clearance Check will provide the applicant information as to whether or not they are listed in the Pennsylvania statewide database as a perpetrator of child abuse. DISCLOSURE OF PERSONAL INFORMATION Public Disclosure As a general rule, the Commonwealth does not disclose any personally identifiable information (PII) collected online except where you have given us permission, or where the information is public information under the Pennsylvania Right to Know Act 65 P.S. 66.1 et seq., or other applicable laws. Visitors should be aware that information collected by the Commonwealth on its websites may be subject to examination and inspection, if such information is a public record and not otherwise protected from disclosure. Social Security Number Disclosure You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to information in statewide central register), 6344 (relating to information relating to prospective child care personnel), 6344.1 (relating to information relating to family day-care home residents), and 6344.2 (relating to information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse. Providing your Social Security number may enable the Department to expedite the review of your request for a clearance certificate. If you do not provide your Social Security number additional levels of identity verification may be required by ChildLine staff, reducing the chance of automatic processing of your request.
STEP 9	WARNING You are entering a secure government website for the purpose of requesting a Pennsylvania Child Abuse History Clearance. By entering this site, you certify that you have read and understand the above guidelines and legislation. Note If your web browser prompts you to accept a security certificate, you must accept it to proceed. WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES. Unauthorized access prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. CONTINUE >
STEP 9	WARNING You are entering a secure government website for the purpose of requesting a Pennsylvania Child Abuse History Clearance. By entering this site, you certify that you have read and understand the above guidelines and legislation. Note If your web browser prompts you to accept a security certificate, you must accept it to proceed. WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES. Unauthorized access prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. CONTINUE >

STEP 10	 The login screen for Keystone Key. It features a light blue header with the title 'Keystone Key'. Below the title are two input fields: 'Username' and 'Password'. At the bottom is a large orange button labeled 'LOGIN'.	
STEP 11	Enter your username and the temporary password that was emailed to you.	
STEP 12	 The screen titled 'How would you like to verify your account?'. It offers two options: 'Security Questions' and 'Email Security Code'. The 'Email Security Code' option is highlighted with a red circle. It includes a 'START' button.	
STEP 13	 The 'Email Security Code Verification' screen. It shows a message: 'A security code has been sent to e*****@w*****.com'. Below this is a text input field for the security code, a 'Unhide entries' link, and a 'Submit' button. A red circle highlights the 'Submit' button.	Enter the code that was emailed to you.
STEP 14	 The screen for selecting a device type. It has two options: 'Private Device' and 'Public or Shared Device'. The 'Private Device' option is highlighted with a red circle. It includes a 'SELECT' button.	
STEP 15	 The 'Set Permanent Password' screen. It features a yellow alert box with the text: 'Alert: Please change your current password before continuing.' Below the alert is a legend indicating that a red asterisk (*) denotes a required field.	

STEP 16	Congratulations! You have successfully set a personal password for your Keystone ID! Please click the Close Window button and login to your application with your personal password. 
STEP 17	Login in with username and self-created password. Keystone Key Username Password LOGIN Your attempt to log in has failed. Please try again.
STEP 18	My Child Welfare Account Terms and Conditions Thank you for visiting My Child Welfare Account. This site is designed to make it easier and more efficient for Pennsylvania citizens to view information about benefits and services they are receiving through the Department of Human Services. Terms and Conditions This policy addresses the collection, security, access and use of information that may be obtained through "My Child Welfare Account. This policy covers the following topics: • Information we Collect • Access and Disclosure • Security • Information disclaimer • Penalty for Misuse Information Collected: We collect the following information: • Demographic, financial and medical information; • The name of domain; for example, "xcompany.com" if you use a private Internet access account, or "yourschool.edu", if you are connecting from a university domain; • An IP address, a number automatically assigned to your computer when you are using the Internet; • The type of browser and operating system used to access our site; ☒ I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions ☐ I do not accept the My Child Welfare account Terms and Conditions RETURN TO CHILD WELFARE PORTAL HOME PAGE NEXT <i>Make sure to scroll all the way down!</i>
STEP 19	DISCLOSURE OF PERSONAL INFORMATION Public Disclosure As a general rule, the Commonwealth does not disclose any personally identifiable information (PII) collected online except where you have given us permission, or where the information is public information under the Pennsylvania Right to Know Act 65 P.S. 66.1 et seq., or other applicable laws. Visitors should be aware that information collected by the Commonwealth on its websites may be subject to examination and inspection, if such information is a public record and not otherwise protected from disclosure. Social Security Number Disclosure You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa.C.S. 6344.1 (relating to information relating to family day-care home residents), and 6344.2 (relating to information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse. Providing your Social Security number may enable the Department to expedite the review of your request for a clearance certificate. If you do not provide your Social Security number additional levels of identity verification may be required by ChildLine staff, reducing the chance of automatic processing of your request. However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number. WARNING You are entering a secure government website for the purpose of requesting a Pennsylvania Child Abuse History Clearance. By entering this site, you certify that you have read and understand the above guidelines and legislation. US Government System and Department Of Human Services. Unauthorized access prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Note If your web browser prompts you to accept a security certificate, you must accept it to proceed. CONTINUE >

STEP 20	 My PA Child Abuse History Clearances CREATE CLEARANCE APPLICATION ADD APPLICATION TO ACCOUNT
STEP 21	payment page. Otherwise you will have the ability to enter your credit/debit card information as a form of payment. You will be required to provide an electronic signature (e-Signature) in order for your Pennsylvania Child Abuse History Clearance application (CY113) to be accepted. If you do not wish to provide an e-Signature then you must download, complete, sign and mail in a paper copy of the CY113. You can download the CY113 by clicking here  You will be able to save and print your application once you have completed the application online. Your clearance certificate will be available through your Child Abuse History Clearance Account once your application has been processed. Additionally, you can choose to have it sent to your home or mailing address. Your Child Abuse History Certification is valid for 60 months. Information You Will Need Before you start, you should have the following information readily available to help you complete 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 • Applicants that do not meet the volunteer application criteria or volunteers who have already received a volunteer certification free of charge within the previous 57 months will need to provide either credit/debit card information for an \$13.00 application fee or an authorization code from the organization that is asking you to obtain a Pennsylvania Child Abuse History Certification. Volunteer Applicants As a volunteer applicant you are permitted to receive one certification free of charge every 57 months. In order to submit a volunteer application without a payment, you are required to affirm that you have not already received a paper or electronic volunteer certification free of charge within the previous 57 months. Additional Information All of the information that you entered here is secure and confidential. For more information on the security and confidentiality of this website, please view the Commonwealth of Pennsylvania's Privacy Policy . Additionally more information is provided in the Rights and Responsibilities. If you have any questions about your application, please refer to the Frequently Asked Questions page. If you need further assistance, please contact the ChildLine and Abuse Registry's Child Abuse Clearance Unit at 1-877-371-5422. ◀ PREVIOUS BEGIN ▶
STEP 22	Application Purpose Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account. For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at http://keepkidssafe.pa.gov/clearances/index.htm ☐ Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. ☐ Foster Parent: Applying for purposes of providing foster care. ☐ Prospective Adoptive Parent: Applying for the purpose of adoption. ☒ Employee of Child Care Services: Applying for the purposes of child-care services in the following: Child day-care centers; group day-care homes; family child-care homes; boarding homes for children; juvenile detention center services or other programs for delinquent or dependent children; mental health services for children; services for children with intellectual disabilities; early intervention services for children; drug and alcohol services for children; and day-care services or other programs that are offered by a school. ☐ School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code. ☐ School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the Public School Code. ☐ Self-employed provider of child-care services in a family child-care home: Applying for the purpose of providing child-care services in one's home (other than the child's own home) at any one time to four, five or six children who are not relatives of the caregiver. ☐ Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or a public or private organization:
STEP 23	Continue through all screens.

STEP 24	Certificate Delivery Method Your clearance certificate will be available from your PA Child Abuse History Clearance Account. You have the ability to save and print your electronic certificate and use it as valid proof of clearance. Note The certificate will only be mailed to you if you select Yes below. Would you also like to have a paper version of the certificate sent to your home or mailing address? (required) ☒ Yes ☐ No Important You will continue to receive application updates and your certificate online, regardless of your answer. ◀ PREVIOUS NEXT ▶
STEP 25	Application Payment Did an organization provide a code for your application? (required) ? ☐ Yes ☒ No To submit a payment for your application, please click the 'Make A Payment' button at the bottom of this page. If your application times out during your payment submission, it will be saved to your PA Child Abuse History Clearance Account where you may quickly retrieve and submit it. When you select the 'Make a Payment' button, you will be navigated to a <u>secured external site</u> to submit your payment. Once your payment is received, your application will be submitted and you will be directed to the Submission Confirmation page. ◀ PREVIOUS MAKE A PAYMENT ▶
	Once payment is made, please email receipt to elizabeth@wearewewellkind.com You will be reimbursed for the payment of this clearance in your first paycheck.