Clearance Handbook
for Out-of-School Time Providers

School Year 2022-2023
Clearance Requirements

Pennsylvania School Law requires that all applicants for employment in public and private schools, employees of independent contractors seeking business with public and private schools, and student teacher candidates undergo background checks if they will have direct contact with students. These individuals, as well as employees of child care services or individuals employed by a program, activity, or service where they are responsible for a child’s welfare are required to obtain the following clearances.

- Federal Criminal History Record Information (CHRI)
  - [https://uenroll.identogo.com/](https://uenroll.identogo.com/)
  - School District Code: 1KG6XN
  - PDE Volunteer Code: 1KG6Y3
- Pennsylvania State Police Request for Criminal Records Check
  - [https://epatch.state.pa.us/Home.jsp](https://epatch.state.pa.us/Home.jsp)
- Department of Human Services Child Abuse History Clearance
  - [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home)

*MOU, Section 3.4 – “Provider staff, contractors and volunteers that will have direct contact with students shall obtain all clearances required by the Pennsylvania School Code and the Pennsylvania Child Protective Services Law, including 24 P.S. §1-111, 24 P.S. §1-111.1, 23 Pa.C.S. §6344, and 23 Pa.C.S. §6344.2”

Out-of-School Programs Operating On-Site (in PPS buildings)

Organizations that intend to operate programming in or on PPS property are required to provide copies of all three clearances and must submit them to PPS prior to the program start date.

- Clearances will be uploaded and maintained in Cityspan
- *Volunteer* clearances should be maintained by provider

*Staff and volunteers with a criminal record of any kind must have clearances reviewed by PPS Legal before service begins. Once reviewed, the review status will be posted in Cityspan

Out-of-School Programs Operating Off-Site

Organizations that will not be operating programming within a PPS facility are not required to provide copies of all clearances, however, they are still required to maintain them in line with PA law. If an organization chooses not to provide PPS with copies of staff clearances, they will be required to sign and submit an affidavit confirming the collection of all required clearances for the staff and volunteers of their off-site programming.

- Affidavit is available at [https://www.pghschools.org/Page/5165](https://www.pghschools.org/Page/5165)
- Must be notarized
- Copy must be uploaded to *Provider Information* tab in Cityspan
Clearance FAQs
If you have any additional questions regarding clearances, please contact Lingaire Njie at hnjie1@pghschools.org.

Who is required to have clearances?
Pennsylvania School Law requires that all applicants for employment in public and private schools, employees of independent contractors seeking business with public and private schools, and student teacher candidates undergo background checks if they will have direct contact with students. Employees of childcare services or individuals employed by a program, activity, or service where they are responsible for a child’s welfare are also required to obtain clearances. This includes staff/volunteers in a virtual setting. For more information and a more comprehensive list, please refer to the links below.

https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx

Can PPS only accept FBI Clearances processed with a PDE Service Code?
No. For employment purposes, yes. All PPS employees must have their FBI clearances processed with a PDE service code. While it is preferred that providers and volunteers use the PDE service code, we are able to accept clearances processed with a DHS service code if the individual can provide a copy of said clearance.

Can PPS provide me with a copy of my FBI Criminal History?
Yes. Provided that an individual used a PDE service code when registering and provides the OST Office with a UE ID #, the OST Office can provide that individual with a copy of their unofficial report. All requests for copies need to come from the record holder and should be directed to Lingaire Njie at hnjie1@pghschools.org.

How long will my clearances be valid?
While some organizations may require that individuals renew clearances more frequently, Pennsylvania requires that clearances be obtained every 60 months. In other words, an individual must renew their clearances within 60 months from the date of their oldest clearance.

Am I able to complete a PA Residency Waiver instead of a FBI report?
While you are still required to maintain both PA clearances, you may be exempt from providing a FBI criminal history report. Some organizations may still require you to provide a FBI criminal history report, but you may be eligible for the PA Residency FBI Waiver if you have been a Pennsylvania resident for the entirety of the previous ten (10) years AND have not committed a crime. A copy of the waiver can be found at https://www.pghschools.org/Page/5165. If utilizing the waiver, it must be submitted to PPS before the individual interacts with students.
Sharing Clearances with PPS

Accessing the Cityspan Staff Module

In order to streamline the sharing of clearances, Out-of-School Time will no longer accept copies of clearances through postal mail or email. Copies of clearances for all program staff that will be serving inside of PPS buildings must be stored in the Cityspan Staffing Module.

Each organization’s Primary Contact will receive access to the Staff Module where they can upload clearances, check the approval status of clearances, and manage staff information.

When you reach the Staff Module landing page, in the upper right you will see two tabs giving you the option to Create New Staff or View Persons. Once a new staff member has been created in the system, return to the View Persons tab, select View Program Staff, and you will see all created staff members along with the following status information:

**Clearance Check:** Ready for Approval indicates that all clearances have been uploaded and that the age of these clearances is within the accepted age range (60 months)

**PPS Approval:** Approved indicates that PPS has reviewed the clearances and the individual is cleared for service within a PPS Facility. A comment will be made if the individual is cleared through PPS Legal

**Status:** Active staff are currently employed and placed within a providers program site
Sharing Clearances with PPS (cont.)

Understanding the Staff Clearances Tab
Upon selecting the name of a staff member from the View Program Staff page in the View Persons tab you will be directed to that individual's Registration Page. On this page, you are able to record and store information about this individual so that it can be conveniently accessed at a later date. These optional fields include gender, pronoun, birthdate, employment start and end dates, contact information, emergency contact, and more.

Upon selecting the Clearances tab for an individual, you will be directed to a page that allows you to store and record that individuals clearances, as well as submit them to PPS for review.

On this page, your organization's Primary Contact will need to complete the following four steps for each of the individuals required clearances.

Step 1: Indicate “Y” if “yes” the individual has the clearance

Step 2: Upload a copy of the clearance
Step 3: Enter the date that the clearance was issued into the Verification Date field. This will auto-generate a Valid Through Date.

Step 4: Share any relevant comments about the clearance.

If the four steps are not complete for all clearances, or all four steps are completed for each of the clearances but at least one clearance does not have an acceptable Valid Through Date, the Clearance Check field should read, “Ready for District Approval? No”.

If a clearance has expired based upon the Verification Date, an automatic message will be generated in the Valid Through Date field indicating that the clearance has expired and will need to be renewed.

If all four steps have been completed for each of the three clearances, and each clearance has an acceptable Valid Through Date, the Clearance Check field should read, “Ready for District Approval? Yes”.

PPS Approval Status

When the response to Ready for District Approval? is “Yes”, a member of the Out-of-School Time team at PPS will review the clearances. The status of the review will be listed under the PPS Approval Status box located at the bottom of the Clearances page and shown below.

If the individual has no criminal record AND all clearances are currently valid, the reviewer will mark the “Yes” bubble and indicate the date it was reviewed by PPS under Date Cleared.

If any of the three clearances contains a criminal record of any kind and the individual is set to work in a PPS facility, the clearances will need to be reviewed by PPS Legal before
their clearance can be determined. Once reviewed by PPS Legal, the status of the review will be shared in the *PPS Comments* field.