

## PROCEDURES FORM

**Title:** Clearances

**Number:** HR920

**Effective:** 10/1/2018

**PC Approved:** TBD

**Revised Date:** N/A

**BOD Approved:** TBD

**Revised Date:** N/A

**Purpose:** **HS Performance Standard 1302.90 (b)**

**(1) Background checks and selection procedures.**

Before a person is hired, directly or through contract, including transportation staff and contractors, a program must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:

- (i) State or tribal criminal history records, including fingerprints or,
- (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks.

**(2) A program has 90 days after an employee is hired to complete the background check process by obtaining:**

- (i) Whichever check listed in paragraph (b)(1) of this section was not obtained prior to the date of hire: and,
- (ii) Child abuse and neglect state registry check, if available.

**Procedure:**

1. The hiring manager will make a verbal offer of employment to final candidate.
  - The hiring manager will explain that the offer of employment is:  
***"Contingent upon the successful completion of a PA Criminal Record Check, PA Child Abuse History Certification, FBI Criminal History Background Check, Sex Offender Registry Check, as well as a physical examination, TB screening, drug/alcohol testing, reference check, and Motor Vehicle Record (Bus Drivers only).***
  - The above contingency language is included in the offer letter presented at new employee orientation to the candidate.
2. The hiring manager will provide the candidate's name and contact information to the HR Specialist (HRS).

**\*If the candidate does not have clearances or clearances older than 1 year:**

3. The HRS will contact the candidate to gather specific information and start the FBI fingerprint based record check clearance registration process.  
(Either in person or via phone).

-The HRS will register the candidate for the clearance. At this time, CABC will pay for the clearance via authorization code. The HRS will explain to the candidate where to get fingerprints taken.

-The clearance will be mailed directly to CABC.

-If the clearance comes back with a record, the Executive Director will be notified to make a final approval of hire.

4. When the FBI clearance arrives, the HRS will contact the candidate to arrange for a new hire orientation.
5. At orientation, the candidate will complete the remaining clearance and/or clearance related paperwork:

**-Request for Criminal Record Check.**

-The HRS will run the PA Criminal Record Check at orientation. CABC will pay for the clearance via purchase card.

-If the clearance comes back with a record, the Executive Director will be notified to make a final approval of hire.

**-Employee Disclosure Statement.**

**-Child Abuse History Clearance.**

-The candidate will be provided directions and a 1-week deadline to complete the clearance request. CABC will pay for the clearance via authorization code included in the directions.

-The HRS will print the clearance directly from the website.

-If the clearance comes back with a record, the Executive Director will be notified to make a final approval of hire.

6. The candidate may start work as a provisionally-hire employee for 60 days as CABC awaits the Child Abuse History Clearance to be processed.
7. All clearances will be scanned and entered into ChildPlus. The date of the clearance will also be entered into the specified area.
8. The HRS will make a copy of all clearances for the employee.
9. All clearances must be obtained every 5 years.

**\*If the candidate has current clearances (within 1 year):**

1. The HRS will contact the candidate to:
  - Arrange for a date and time for new employee orientation. The candidate will be required to bring a copy of each clearance.  
As a minimum, CABC is required to get a copy of the FBI clearance.
  - All clearances shall be no more than 1-year old at the time of employment.
2. At orientation, the candidate will complete the following clearance and/or clearance related paperwork:
  - Employee Disclosure Statement.**
  - Request for Criminal Record Check.**
    - The HRS will run and print the PA Criminal Record Check at orientation. CABC will pay for the clearance via purchase card.
    - If the clearance comes back with a record, the Executive Director will be notified to make a final approval of hire.
  - FBI Clearance.**
    - The HRS will register the candidate for the clearance. At this time, CABC will pay for the clearance via authorization code. The HRS will explain to the candidate where to get fingerprints taken.
    - The clearance will be mailed directly to CABC.
    - If the clearance comes back with a record, the Executive Director will be notified to make a final approval of hire.
  - Child Abuse History Clearance.**
    - The candidate will be provided directions and deadline to complete the clearance request within a week. CABC will pay for the clearance via authorization code included in the directions.
    - The HRS will print the clearance directly from the website.
    - If the clearance comes back with a record, the Executive Director will be notified to make a final approval of hire.
3. The candidate may start work as a provisionally-hired employee for 60 days since s/he has already obtained an FBI Clearance within 1 year.
4. All clearances will be scanned and entered into ChildPlus. The date of the clearance will also be entered into the specified area.

5. The HRS will make a copy of all clearances for the employee.
6. All clearances must be obtained every 5 years.

**Other procedure notes:**

- |                      |   |
|----------------------|---|
| -Hiring Substitutes: | Please refer to Hiring Substitutes Procedure.<br>Subs will be required to obtain a FBI clearance before starting the 2-week provisional period. |
| -Hiring Volunteers:  | Please refer to FCP Manager.  |
| -Hiring Contractors: | Please refer to Health & Disabilities Manager.  |
| -Hiring Interns:     | Please refer to CDE Manager.  |