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**NOTE: The Background Check Forms must be completed if you are a 1st time staffer or if you have not done so in the past 5 years.
If you do not fit this description, you can disregard this email.**

Dear Tzevet,

As a first time staff member or a staff member that has not completed Background Check Forms in the last 5 years, YOU ARE REQUIRED BY LAW to complete the following:

- PA Criminal History Record Check
- PA Child Abuse Record Check
- FBI Background Check

VERY IMPORTANT NOTE: If you were supposed to fill out the Background Check Forms in Summer 2020 and did not do so, you **MUST** fill them out for Summer 2022.

PLEASE MAKE SURE TO FOLLOW THE INSTRUCTIONS for the PA BACKGROUND CHECKS! This is a **LEGAL REQUIREMENT** and you will not be allowed to work at Camp Moshava this summer with out doing this!

THE FOLLOWING IS AN EXTREMELY IMPORTANT AND MUST BE READ CAREFULLY IN ITS ENTIRETY.

As a camp that works with children, and an organization registered with the PA Department of State in the Commonwealth of Pennsylvania, we are required to comply with current laws, particularly as they apply to employment protocols.

All prospective employees (staff) engaging in a “significant likelihood of regular contact with children, in the form of care, guidance supervision or training,” are now required to obtain:

- **Pennsylvania Criminal History Record Check** through the Pennsylvania State Police - Online with \$22.00 charge paid by the employee. Computer and Printer required.

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Address: 245 Navajo Road, Honesdale, PA 18431

Contact: 570.253.4271 (P) • 570.260.2620 (F) • office@moshava.org • **Visit:** www.moshava.org

- **Pennsylvania Child Abuse History Record Check** through the Department of Human Services – DHS – Online with \$13.00 charge paid by the employee. Computer and Printer required.

- **FBI clearance fingerprint check** based on national criminal history record check – Fill out form in CampMinder – Fingerprint date and location TBD and the \$40.00 fee is paid by Moshava.

CRIMINAL BACKGROUND CHECK INSTRUCTIONS (BE SURE TO READ CAREFULLY!):

1) Pennsylvania Criminal History Record Check Process through the Pennsylvania State Police:

This process can be done electronically through the following link: <http://epatch.state.pa.us/Home.jsp>

- This process should take approximately 10 minutes.
- Click on Submit a New Record Check (grey box) in the middle of the screen.
- Accept the terms and you will then be guided to Request for Details screen. Check Individual request.
- You will be guided to Request for Information Page. Select Employment from Reason for Request dropdown menu. Fill out form and hit next.
- Personal Information Review page will come up. Check if correct and click Proceed/Next.
- The next screen is the Record Check Request Form. Enter your information and click enter this request.
- This site may give an option for multiple applicants but you will only be filling out for yourself so go to the end of the screen and click Finished
- A Record Check Request Review screen comes up next. If correct, hit submit.
- Enter your credit card information and then press next. Verify credit card information will come up. Hit Submit.
- The Record Check Results screen will come up. You **MUST** click on the control number and then click on the line that says: “Certification Form “ which is on the bottom of the screen. You **MUST** print it now and/or you can save a pdf to your computer.

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• **Print out the certificate, scan or take a picture and upload to your Campminder Account. Or you can upload the saved pdf directly to your campminder account. You can also upload the certificate through the Companion app.**

2) Pennsylvania Child Abuse History Record Check through the Department of Human Services –DHS

This process can also be done electronically through the following link:

<http://www.compass.state.pa.us/cwis>

- Cost is \$13.00 to be paid with a credit card online.
- **If this is your 1st time doing this Child Abuse History Check**, this process takes longer (approximately 30 minutes because you have to first apply for a Keystone ID before getting into the clearance form questions).
- **If you have done the Child Abuse History Check before, you can login and hit the resubmit button initiate a new check and then you can skip to line below that starts with ALL APPLICANTS.** If you are having an issue logging in or forgot your password you can call 877-343-0494 and provide reference # IN01790689 to have your password reset.
- You are entering into the Child Welfare Portal to acquire a Pennsylvania child abuse history clearance. Click on Create a New Account.
- You will set up your Keystone ID profile, an email with a temporary password will be sent to you.
- Return to: **<http://www.compass.state.pa.us/cwis/Public/home>** You will login with the temporary password going to Access My Clearances, set up a permanent password and then begin to fill out the form. If you have any difficulty, return to the original web site and enter your Keystone ID# and temporary password.
- Accept Terms & Conditions
- Next choose: Create a Clearance Application
- Begin filling out the form. Application Purpose: Check the category – “Regular Contact with Child...”
- You will be asked to fill out all the addresses you lived at and all the people you have lived with since 1975.

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- **ALL APPLICANTS** You will need to provide an e-signature, make payment with a credit card, verify submission, and then you will be sent an email with an eClearance ID # indicating you will get an email with your results within 14 days. NOTE: I received my email a minute later.
- You click on the link in the e-mail and it takes you to a screen where you can see your results, and print out the letter entitled, Pennsylvania Child Abuse History Clearance.
- • Upload to your [CampMinder](#) Account or through the **Campanion app**.

3) FBI Clearance Fingerprint-based National Criminal History Record Check.

- **Each employee needs to fill out the form that is available through your CampMinder account**– The FPN Form (Fingerprint Form) Please log on to your campminder account either by clicking [here](#) or via our [website](#) and click on mymoshava in the upper right corner of the screen.
- The Camp Moshava office will use this information to register you with the FBI database and get a registration ID #.
- Date and location for fingerprinting TBD. You will receive a follow up email with information.
- Moshava is paying for this required check. It is costing us \$40.00 per person.

NOTE: All staff under 18 years of age will have to have their parents sign the Fingerprint Permission to Minors Form giving us permission to do the FBI fingerprint test.

Logging into your CampMinder Account:

In order to fill out and/or submit the **MANDATORY forms needed before Camp begins**, you will need to **login to your [Staff Camp Minder account](#)**. By filling out the staff application, you have already created an account automatically with a username and password. This is the username and password that you will use to login. **You can also complete complete/upload your Background Checks through the Campanion app.**

If you are having an issue with any of your forms and/or have any questions, please contact our office at office@moshava.org or 570-253-4271.

Thank you in advance for your cooperation and looking forward to a great summer!

Alan Silverman
Director, Camp Moshava