Orange Tree®

Instructions to Complete the Pennsylvania Child Abuse Check

Please provide this information as soon as possible to prevent delays in your start date.

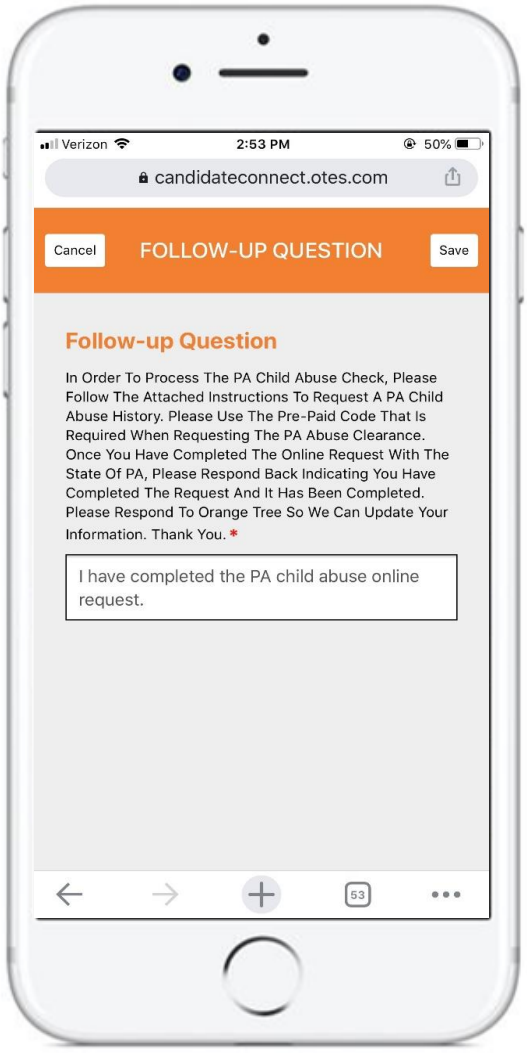
(After you have completed your online application)

Step 1: You will receive an email and/or text notification from Orange Tree with:

- Link to Child Welfare Portal to access required form. (https://www.compass.state.pa.us/cwis/public/home)
- Payment code for PA Clearance Request. **(Write this down).**

Step 2: Please use the payment code from **Step 1** to pay for the PA Clearance Request.

Step 3: You **MUST** reply to the "*Follow-up Question*" task in the candidate portal, with, "*I have completed the PA child abuse online request.*" to finish the process. **If using a mobile device, it is best to use it in portrait mode hold their mobile device in Portrait Mode as the website is not mobile optimized.**



Please refer to the following pages for walkthrough directions.

If you have any questions, please contact us:

Orange Tree Client Experience Team
Phone: 888.222.0667
Email: candidateconnect@otes.com

https://www.compass.state.pa.us/cwis/public/home

pennsylvania

PA STATE AGENCIES | PA ONLINE SERVICES

pennsylvania
CHILD WELFARE INFORMATION SOLUTION

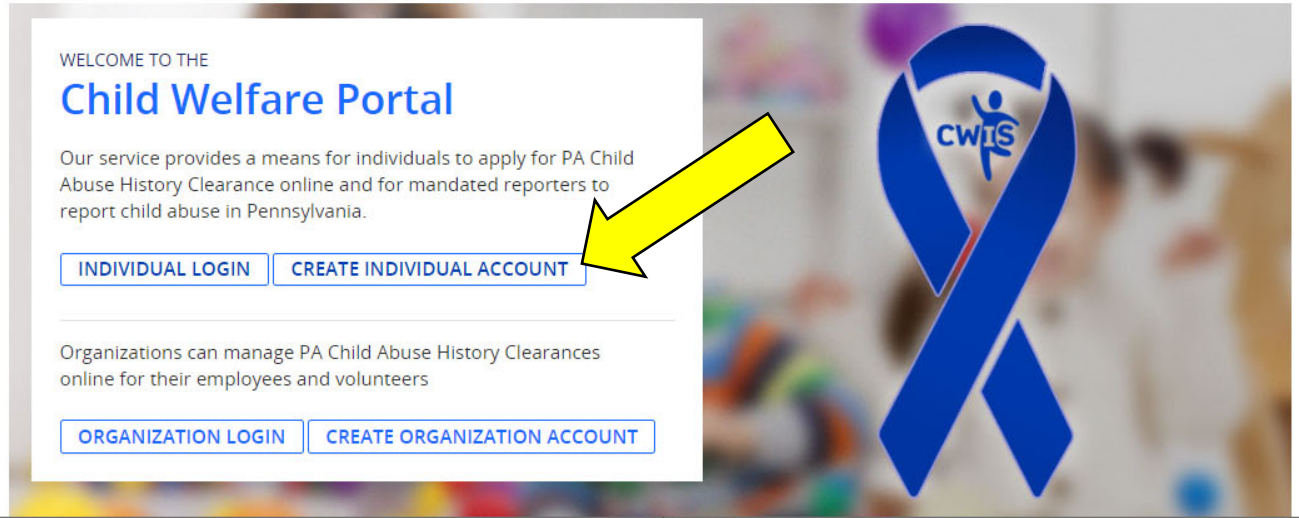
If you have not previously setup an account, you will click on 'Create Individual Account' and provide the required information.

FAQ | Contact Us

Need Help? Contact the CWIS Support Center at 1-877-343-0494

If the child you would like to report on is in immediate danger, please call 911 immediately.

Clearance Applicants: Please note, if you submit payment for a Clearance and are routed back to the beginning of the process with an indication your application is missing information, please DO NOT SUBMIT SUBSEQUENT PAYMENTS, as you may incur additional charges. Please instead call the CWIS Support Center at 877-343-0494. Or you may call the ChildLine Clearance Unit directly at 877-371-5422. Thank you.



pennsylvania

Create Keystone ID: General Information

1 General Information

2 Profile Information

Welcome!

The Commonwealth of Pennsylvania is improving how it provides online services to citizens! Several state agencies are working together to allow you to establish a Keystone ID which creates a single way to access several different state programs. Currently, the Keystone ID that you create and manage here can be used for:

Child Welfare Portal
Users of the Child Welfare Portal can apply for a Pennsylvania child abuse history clearance or submit child abuse referrals.

SERS' Online Member Services
Members of the State Employees' Retirement System can get statements, run estimates, and more.

Disaster Training Registration
The Disaster Training Registration allows Individuals to search for and attend courses related to disaster situations.

COMPASS
COMPASS is an online application for Pennsylvanians to apply for many health and human service programs.

If you already have signed into any of these programs, you do not need to create another one now. Simply use the user name and password you've already established to access all of these services. Keep in mind that if you change your password or any other profile information in any one of these programs, the changes you make will apply to all programs that use the Keystone ID.
Keep an eye out for the Keystone ID sign-in on more state websites in the future. It's just another way the Commonwealth of Pennsylvania is working to serve you better.

NEXT CANCEL

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Create Keystone ID: Profile Information

1 General Information

2 Profile Information

• = Required

To create a new Keystone ID, please provide the following information:

• Keystone ID (must be 6 to 64 characters)

• 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 if you forget your password.
Security Question Tips
Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness as a security tool.
Avoid using special characters ($#%@) and punctuation (" , - .) 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

• Answer

For security reasons, please answer the following question.

Question A ripe tomato is what color?

• Answer

pennsylvania

Check your e-mail for your temporary password!

You have successfully created a Keystone ID and a temporary password has been e-mailed to you. For the safety of your personal and financial information, you cannot begin working until you retrieve this temporary password and sign back in to the system.You need to use this temporary password the first time you sign in. When you sign in for the first time, you will be required to create a personal password for future use.

Please close this browser window and login to your application.

Upon completion you will receive 2 emails: one confirming your email ID and the other with your temporary password.

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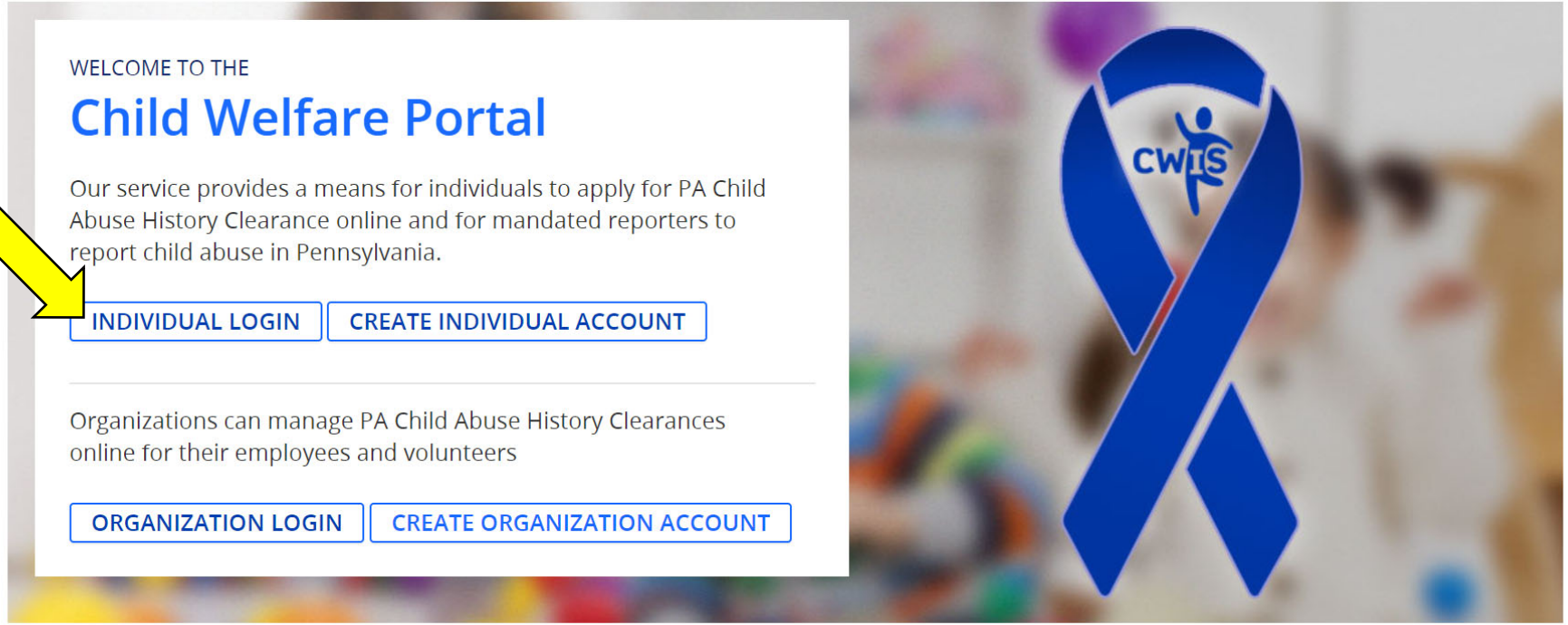
Need Help? Contact the CWIS Support Center at 1-877-343-0494

If the child you would like to report on is in immediate danger, please call 911 immediately.



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 online for their employees and volunteers

ORGANIZATION LOGIN | CREATE ORGANIZATION ACCOUNT

https://www.compass.state.pa.us/CWIS/Public/AccountType

What Would You Like To D...

File Edit View Favorites Tools Help

pennsylvania PA

PA STATE AGENCIES ▾ PA ONLINE SERVICES ▾

FAQ | Contact Us

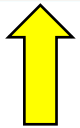
pennsylvania
CHILD WELFARE INFORMATION SOLUTION

Need Help? Contact the CWIS Support Center at 1-877-343-0494

What Would You Like To Do Today?

Please select which account you would like to access.

ACCESS MY CLEARANCES | ACCESS MY REFERRALS



Click on "Access My Clearances"

pennsylvania
DEPARTMENT OF HUMAN SERVICES

Browser Compatibility
ADA Compliancy
Security Policy
Privacy Policy

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.

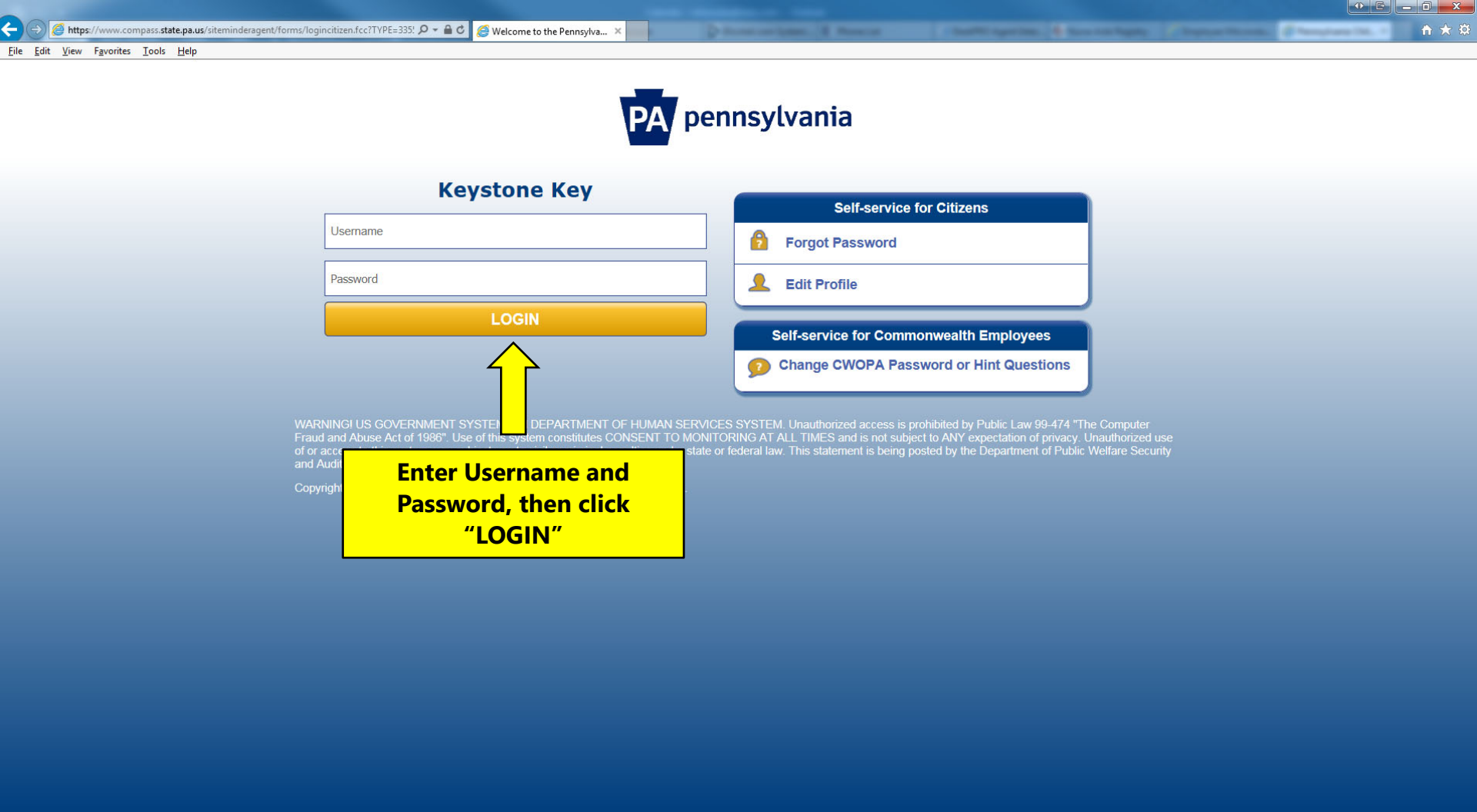
Social Security Number Disclosure

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 re
Social Security number additional levels of identity verification may be required by ChildLine staff, r

Click "Continue" on bottom of page

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


https://www.compass.state.pa.us/siteminderagent/forms/logincitizen.fcc?TYPE=335
Welcome to the Pennsylva...
File Edit View Favorites Tools Help
pennsylvania
Keystone Key
Username
Password
LOGIN
Self-service for Citizens
Forgot Password
Edit Profile
Self-service for Commonwealth Employees
Change CWOPA Password or Hint Questions
WARNING! US GOVERNMENT SYSTE DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is 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. Unauthorized use of or acc state or federal law. This statement is being posted by the Department of Public Welfare Security and Audit
Copyrigh
Enter Username and Password, then click "LOGIN"

pennsylvania

Help mhovorkatest

How would you like to verify your account?

Security Questions

Answer your security questions to verify your account

START

Email Security Code

Receive a security code via email address to verify your account

START

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Choose your option to verify your account

https://www.rbauth.state.pa.us/arcotafm/controller4.jsp?profile=cwiscitizen&tokenI

Security

File Edit View Favorites Tools Help

pennsylvania

Help mhovorkatest

What type of device are you using?

Private Device

(Authorize Device)

By selecting this option, you are allowing this website to recognize this device for future logins

SELECT

Public or Shared Device

(Do NOT Authorize Device)

By selecting this option, this website will NOT recognize this device for future logins

SELECT

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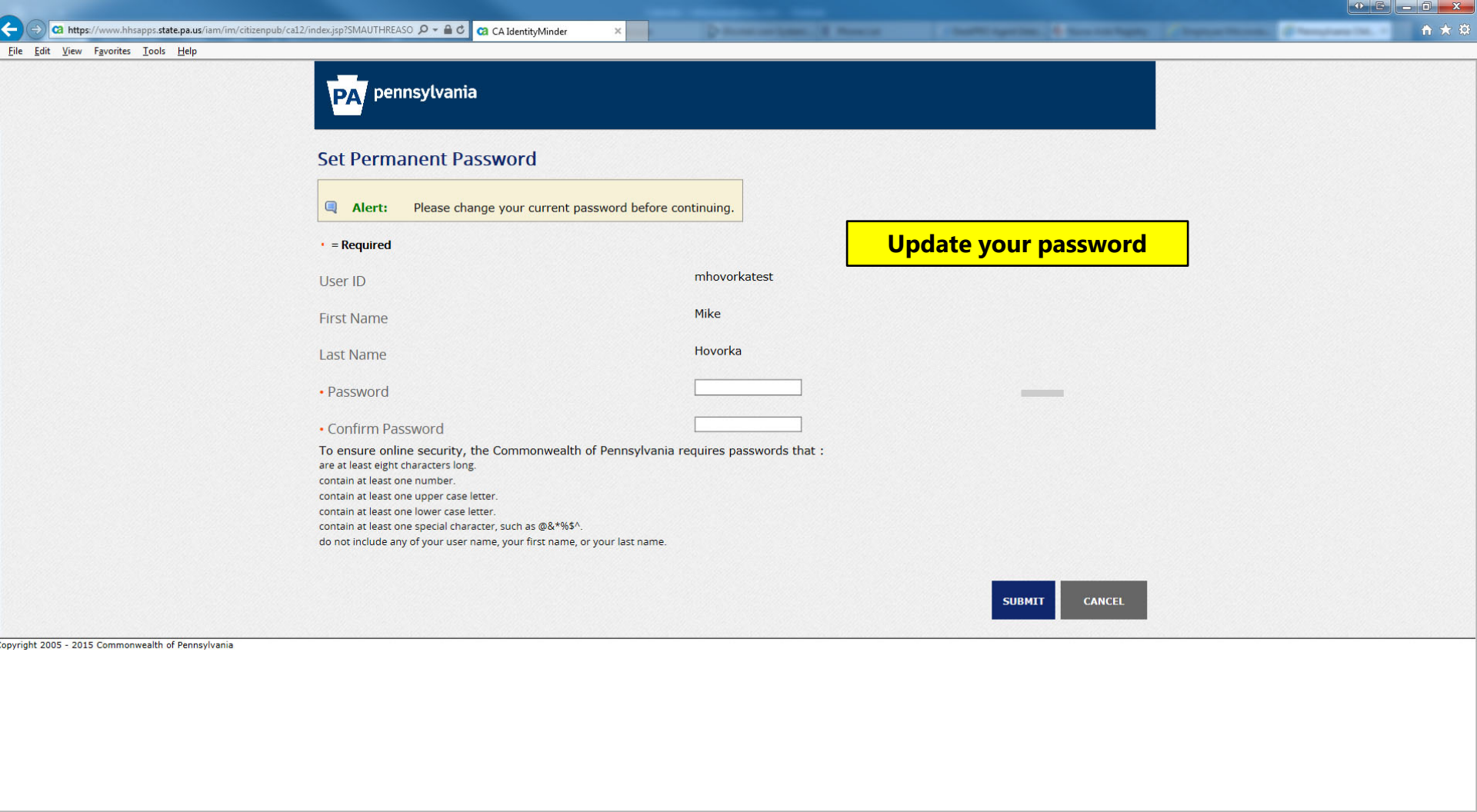
Choose your option


https://www.hhsapps.state.pa.us/iam/im/citizenpub/ca12/index.jsp?SMAUTHREASO
CA IdentityMinder
File Edit View Favorites Tools Help
pennsylvania
Set Permanent Password
Alert: Please change your current password before continuing.
Update your password
• = Required
User ID
mhovorkatest
First Name
Mike
Last Name
Hovorka
• Password
• Confirm Password
To ensure online security, the Commonwealth of Pennsylvania requires passwords that :
are at least eight characters long.
contain at least one number.
contain at least one upper case letter.
contain at least one lower case letter.
contain at least one special character, such as @&*%$^.
do not include any of your user name, your first name, or your last name.
SUBMIT
CANCEL
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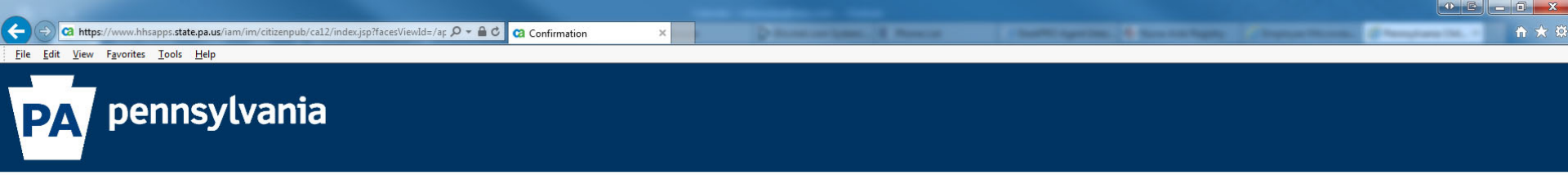

Congratulations!

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.

Close Window

Copyright © 2005 - 2014 Commonwealth of Pennsylvania

Login and follow the instructions

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**

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.

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Click "Continue" on bottom of page

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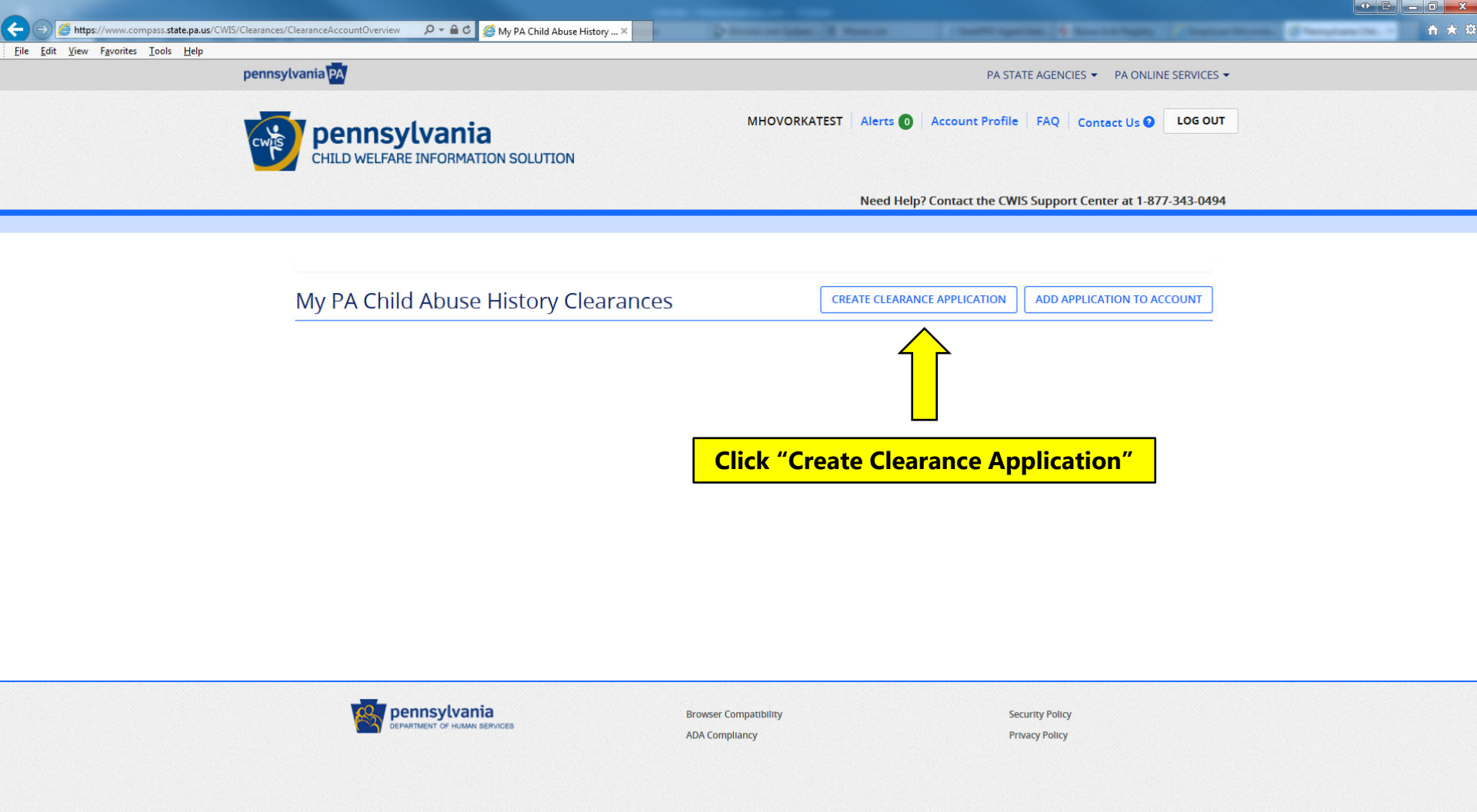
https://www.compass.state.pa.us/CWIS/Clearances/ClearanceAccountOverview
My PA Child Abuse History ...
File Edit View Favorites Tools Help
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PA STATE AGENCIES
PA ONLINE SERVICES
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CHILD WELFARE INFORMATION SOLUTION
MHOVORKATEST
Alerts 0
Account Profile
FAQ
Contact Us
LOG OUT
Need Help? Contact the CWIS Support Center at 1-877-343-0494
My PA Child Abuse History Clearances
CREATE CLEARANCE APPLICATION
ADD APPLICATION TO ACCOUNT
Click "Create Clearance Application"
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DEPARTMENT OF HUMAN SERVICES
Browser Compatibility
ADA Compliancy
Security Policy
Privacy Policy

Getting Started

What to Expect

The exact amount of time it will take for you to complete this clearance application will vary depending on the information you supply.

If you have been provided an authorization code by the organization that is asking you to apply for a clearance, you will have a chance to enter it on the application 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

Click “Continue” on bottom of page

Back To My Account

Part 1
- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2
- eSignature
- Application Payment

e-Clearance ID: **000002891628**

DELETE APPLICATION SAVE APPLICATION

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.**

Choose the option which fits your purpose

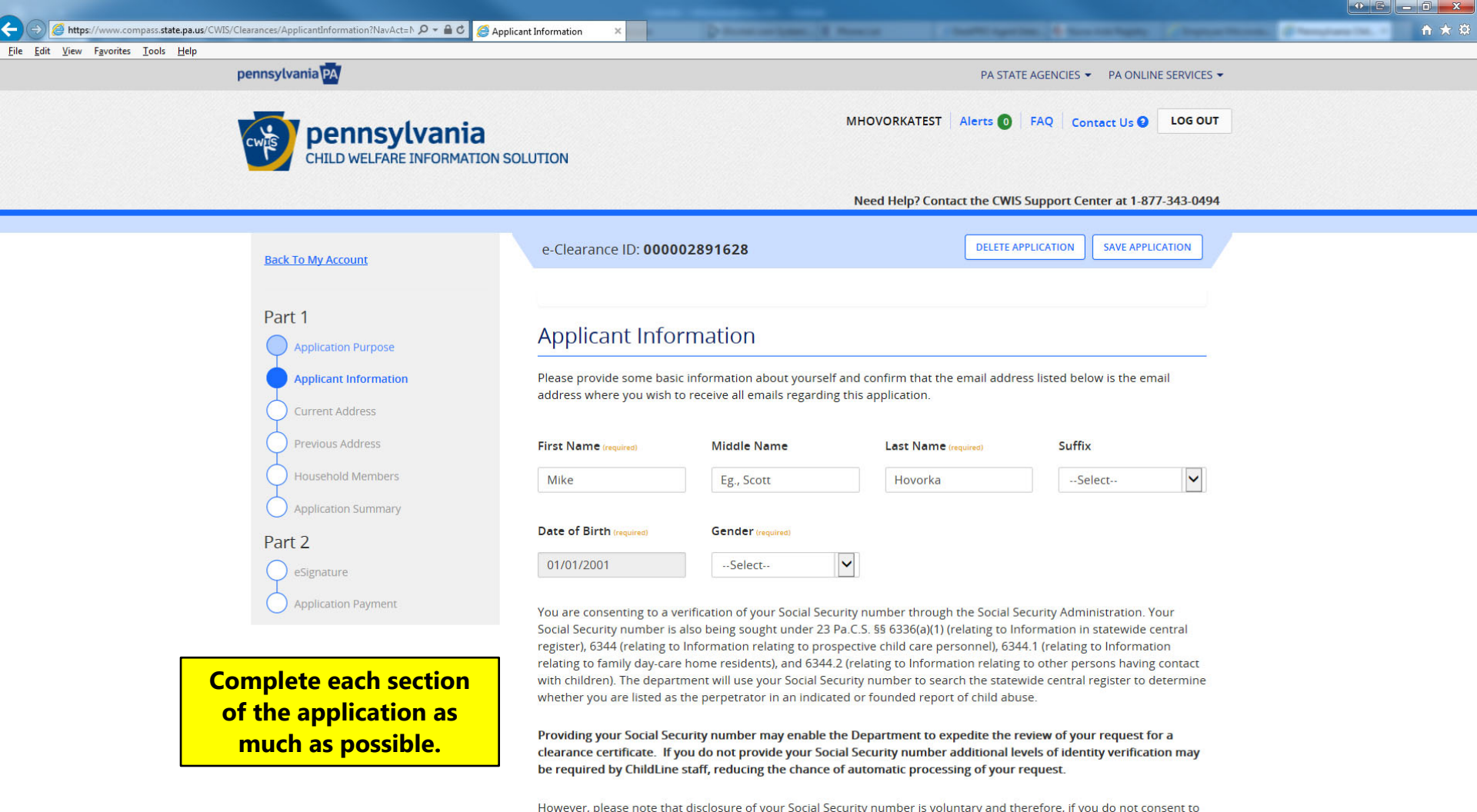
https://www.compass.state.pa.us/CWIS/Clearances/ApplicationPurpose?NavigatorID
Application Purpose
File Edit View Favorites Tools Help

- 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:
  - A youth camp or program;
  - A recreational camp or program;
  - A sports or athletic program;
  - A community or social outreach program;
  - An enrichment or educational program; and
  - A troop, club or similar organization
- Individual seeking to provide child-care services under contract with a child-care facility or program: Applying for the purpose of being able to provide child-care services as part of a contract or grant funded program.
- Individual 18 years or older who resides in the home of a prospective adoptive parent for at least 30 days in a calendar year.
- Individual 18 years or older who resides in the home of a foster parent for at least 30 days in a calendar year.
- Individual 18 years or older who resides in the home of a certified or licensed child-care provider for at least 30 days in a calendar year.
- Individual 18 years or older, excluding individuals receiving services, who resides in one of the following homes for at least 30 days in a calendar year:
  - Family living home
  - Community home for individuals with an intellectual disability
  - Host home for children
- PA Department of Human Services Employment and Training Program Participant: Applying for the purpose of participating in a PA Department of Human Service Employment and Training Program through a county assistance office (CAO) or the Office of Income Maintenance (OIM).

Please select the option that states "Individual 14 years of age or older who is applying for or holding a paid position."

Click "Next"

NEXT


https://www.compass.state.pa.us/CWIS/Clearances/ApplicantInformation?NavAct=N
Applicant Information
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PA ONLINE SERVICES
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CHILD WELFARE INFORMATION SOLUTION
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Need Help? Contact the CWIS Support Center at 1-877-343-0494
Back To My Account
Part 1
Application Purpose
Applicant Information
Current Address
Previous Address
Household Members
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Part 2
eSignature
Application Payment
e-Clearance ID: 000002891628
DELETE APPLICATION
SAVE APPLICATION
Applicant Information
Please provide some basic information about yourself and confirm that the email address listed below is the email address where you wish to receive all emails regarding this application.
First Name (required)
Middle Name
Last Name (required)
Suffix
Mike
Eg., Scott
Hovorka
--Select--
Date of Birth (required)
Gender (required)
01/01/2001
--Select--
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.
However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to
Complete each section of the application as much as possible.

Application Purpose
Applicant Information
Current Address
Previous Address
Household Members
Application Summary

Part 2

eSignature
Application Payment

Current Address

Please enter your home and mailing address information on this page, and indicate your preferred certificate delivery method below.

Please keep a copy of this e-Clearance ID for future reference.

Home Address

Country (required)

United States

Address Line 1 (required)

123 Main St

Address Line 2

Eg., Apartment 101

City (required)

anywhere

State (required)

Pennsylvania

Zip Code (required)

90210

County

--Select--

Mailing Address

All notices and correspondences will be sent to you at the mailing address entered here.

Attention

We can only send notices and correspondences (including your clearance certificate) to your residential address or your personal P.O. Box.

Is your mailing address the same as your home address? (required)

Back To My Account

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2

- eSignature
- Application Payment

e-Clearance ID: **000002891628**

DELETE APPLICATION | SAVE APPLICATION

Previous Addresses

Please enter everywhere you have lived since 1975.If you cannot remember exact addresses, please enter as much information as you can.

ADD PREVIOUS ADDRESS

	Country	Street Address	City	State	Zip Code	County

EDIT | DELETE

PREVIOUS NEXT

Back To My Account

Part 1

- Application Purpose
- Applicant Information
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- Previous Address
- Household Members
- Application Summary

Part 2

- eSignature
- Application Payment

e-Clearance ID: **000002891628**

DELETE APPLICATION | SAVE APPLICATION

Household Members

Please tell us about everyone with whom you have ever lived since 1975 or anyone with whom you are currently living. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.

ADD HOUSEHOLD MEMBER

	Full Name	Relationship To Applicant	Current Age	Gender

EDIT | DELETE

PREVIOUS NEXT

Back To My Account

Part 1
- Application Purpose
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- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2
- eSignature
- Application Payment

e-Clearance ID: **000002891628**

DELETE APPLICATION | SAVE APPLICATION

Application Summary

Below is a summary of the information you have entered so far. Please check your information for accuracy. If your information is not correct or needs to be updated, please click the edit button in the heading of the section that you would like to update and modify it as necessary.

EXPAND ALL

Application Purpose
EDIT +

Applicant Information
EDIT +

Current Address
EDIT +

Previous Address
EDIT −

Household Members
EDIT +

Back To My Account

Part 1

- Application Purpose
- Applicant Information
- Current Address
- Previous Address
- Household Members
- Application Summary

Part 2

- eSignature
- Application Payment

e-Clearance ID: **000002891628**

DELETE APPLICATION | SAVE APPLICATION

eSignature

You are almost finished! To complete your application please eSign below by checking the acknowledgement and entering your **first and last name** as it appears on the Application Information screen.

☐ **I hereby certify that the information entered on this report is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).** (required)

Signature (required)

PREVIOUS | NEXT

Once you have completed the eSignature page you will be asked about payment options.

Please use the following code >>_____, there will be no charge to you for the background check.

Continue and complete the background check questionnaire. **Click Submit.**

You are finished at this point; results will be ready in about 2 weeks.

General FAQ's can be found here - https://www.compass.state.pa.us/CWIS/Public/FAQ