



# Diocese of Steubenville

## Decree on Child Protection & Safe Environment

### GUIDELINES FOR COMPLETING VERIFICATION OF COMPLIANCE FORM

EFFECTIVE FALL 2017 and SPRING 2018

In order to comply with the Decree on Child Protection and Safe Environment for the diocese, we must have all the information requested on the Verification of Compliance Form.

- 1) Be sure to complete the top portion of the form. The person preparing the form must sign it as well as the pastor, principal, or administrator.
- 2) List each person's name who is a teacher, principal, employee, or regular volunteer who works with children, as it appears on the BCI/FBI background checks. Do not list auxiliary personnel on the form.
- 3) When completing information for each person, include:
  - Last Name / First Name (the same as it appears on the BCI/FBI background check)
  - Address
  - Status -- T, E, or V
    - T - teacher, principal, administrator, guidance counselor
    - E - employee (including classroom aides, school nurses, paid coaches, secretary, custodian)
    - V - regular volunteer (catechist, coach, server coordinator, student teacher, intern, etc., or anyone working with children in a regular relationship.) See Diocesan Decree on Child Protection, page 6.
  - Last four digits of Social Security Number (This number is necessary to compare with BCI/FBI background checks.)
- 4) Indicate whether or not you have the required, completed, and signed forms on file:
  - BCI/FBI (or clearance letter)
  - Code of Conduct
  - Applicant Certification Form
  - Supervisor's Checklist
- 5) Area of Ministry (3<sup>rd</sup> Grade teacher, High School Teacher, Catechist, PRS, Choir, Youth Ministry, Servers Training, Cafeteria, etc.)
- 6) Provide OCFS with **copies of BCI/FBI background checks** and **Safe Environment training attendance sheets** for each person (several attendees may be listed on one form).

**DO NOT** fill in the last two columns (gray area.) Those are **reserved** for completion by a representative of the Office of Christian Formation and Schools. Return the form by the due date to the Diocese of Steubenville, ATTN: Lisa Pizzoferrato, P.O. Box 969, Steubenville, OH 43952.

When completing the **SPRING** form, list only the names and all required information for new people who were **NOT** listed on the **FALL** form.