

CHILD PROTECTIVE SERVICES BACKGROUND CLEARANCE FOR PERSONNEL AT YOUTH CAMPS

Maryland Department of Health (MDH)
Center for Healthy Homes and Community Services (CHHCS)
6 St. Paul Street, Suite 1301, Baltimore, MD 21202-1608
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Youth camps are required to obtain a background clearance response from Child Protective Services to determine if an individual may be employed at camp. In May 2017, Maryland Department of Human Resources, DHR, (the agency has since been renamed Maryland Department of Human Services, DHS) created an online portal to facilitate the submission and processing of Child Protective Services (CPS) Background Clearance Requests for youth camps. DHS and Maryland Department of Health, MDH, are requiring that all CPS background clearances are completed through this online portal.

PERSONNEL ADMINISTRATORS

The Certification for Youth Camps regulations, COMAR 10.16.06.21, require a youth camp operator to ensure that the Maryland Department of Health has a background clearance from Child Protective Services on file for the camp's Personnel Administrator.

Each camp Personnel Administrator needs to create an account in myDHRbenefits.

<https://mydhrbenefits.dhr.state.md.us/dashboardClient/#/home>

After creating your account complete the CONSENT FOR RELEASE OF INFORMATION CPS BACKGROUND/ADAM WALSH BACKGROUND CLEARANCE REQUEST form online.

1. Open the form by clicking on the Camp Employee Clearance button,
2. Under Part 1: PURPOSE OF SEARCH, B. RELEASE TO AN AGENCY/INDIVIDUAL RELATED TO: Pick the button for Youth Camp Personnel Administrator,
3. Fill in all required information,
4. If you have a Social Security number, include it on the form, if you do not have a Social Security number you may leave blank,
5. Review to make sure all information is correct and save, you cannot make changes after you save, to correct you will need to open a new form and complete again,
6. Print the completed form,
7. Sign the form before a notary,
8. There is no fee from DHS for this service,
9. Personnel Administrators mail the original form to MDH, 6 St Paul Street, Suite 1301, Baltimore MD 21202-1608.

If you have multiple camp locations or licenses, please ensure that each camp is associated with your myDHR account. The Maryland Department of Health will pass this information on to DHS to have the Personnel Administrator's account upgraded to Personnel Administrator Status. Once this occurs the Personnel Administrator will be able to scan the notarized forms into the electronic system and submit it to DHS for processing.

This new online system will give the Personnel Administrator the ability to track applications submitted through the system and see the current status of each application at any given time.

YOUTH CAMP EMPLOYEES

The Personnel Administrator can either enter the information for each employee or have the employee create their own myDHR account and enter the information themselves.

<https://mydhrbenefits.dhr.state.md.us/dashboardClient/#/home>

1. Complete the CONSENT FOR RELEASE OF INFORMATION CPS BACKGROUND/ADAM WALSH BACKGROUND CLEARANCE REQUEST form online.
2. Open the form by clicking on the Camp Employee Clearance button.
3. Under Part 1: PURPOSE OF SEARCH, B. RELEASE TO AN AGENCY/INDIVIDUAL RELATED TO: Pick the button for Youth Camp Worker/Volunteer.
4. Select the camp where the employee is working by using the drop down boxes for County, then City and Camp Name, if working at multiple camps for the same employer select only one camp, you will not have to submit for each camp. (If the employee works at camps with different employers, complete the form separately for each employer.)
5. Fill in all required information.
6. If you have a Social Security number, include it on the form, if you do not have a Social Security number you may leave blank.
7. Review to make sure all information is correct and save, you cannot make changes after you save, to correct you will need to open a new form and complete again.
8. Print the completed form.
9. The employee then signs the form in front of a notary. If the employee is under 16 years old, the parent/guardian must also sign in front of the notary.
10. Submit the original signed form to the camp Personnel Administrator. The original for the employee is kept at the camp, not mailed to DHS or MDH.
11. There is no fee from DHS for this service.

The Personnel Administrator scans and saves the notarized form on their computer. Please name the file LASTNAME FIRSTNAME. For example: Smith John.

The Personnel Administrator submits the application to DHS for processing by logging into their myDHR account. Under the Home tab, select Saved in the drop down box, then locate the employee's application and click Open. Look for the section on the page labeled **File Upload** and click on the Add button. Then browse to find the document saved on your computer, then click Save. Check the box next to **Notarized Document received and attached**. Under Decision Type select Submitted. At the bottom click on the Complete button

Keep the signed/notarized CPS form at the camp, do not mail to MDH or DHS.

Once results are received from DHS, the Personnel Administrator should update the status to "Hired" or "Not Hired".

If a form was saved with missing or incorrect information, it cannot be edited or changed, a new form is completed, see number 7 above. The Personnel Administrator should find the incorrect form under the saved applications and under Decision Type select Application Voided.