

**Maryland Department of Health
Center for Healthy Homes and Community Services
Youth Camps**

**Child Protective Services Background Clearance Form
Frequently Asked Questions**

- 1. What is the difference between the Child Protective Services Background Clearance and the Maryland and FBI criminal background checks?**
 - a. The Child Protective Services Background Clearance provides information from the Department of Human Resources statewide database regarding child abuse and neglect that may not show up on a Maryland or FBI criminal background check.

- 2. Who must sign the Child Protective Services Background Clearance form if the employee is a minor?**
 - a. DHR/Social Services will accept the form signed by a minor, who is 16 years old or older, without a parent legal guardian signature.
 - b. DHR/Social Services will only accept the form from a minor, who is 15 years old or younger, if both the minor and the parent or guardian signs the form.

- 3. Why must the Child Protective Services Background Clearance form be notarized?**
 - a. The form must be notarized because it is a legal document giving Child Protective Services the ability to release the requested information to the person or entity listed on the form.

- 4. Why does the Child Protective Services Background Clearance form request information on race, sex and birthdate for my children?**
 - a. Information on race, sex and birthdate are used to complete an accurate cross-reference search of the database. If you have questions regarding this matter you may contact Patricia Walker at 410-767-8821.

- 5. Can I refuse to answer questions on the form?**
 - a. No. All questions on the form must be completed or the form will not be processed.

- 6. What if I don't have results back from Child Protective Services by the time camp starts?**
- a. The Personnel Administrator has the ability to log into myDHR and track the progress of their staff's applications. As long as the camp can document that all staff have at least initiated the process, we will take it as good faith that the results will be forthcoming.
- 7. How often does an employee have to complete this process?**
- a. Each employee is only required to complete this process once as long as the camp personnel administrator maintains the results of the Child Protective Services Background Clearance on file.
- 8. Do employees from out-of-state or another country need to complete the Child Protective Services Background Clearance form?**
- a. Yes. All employees must complete this form in order to work at a youth camp in Maryland, also see question 13.
- 9. Are volunteers required to complete the Child Protective Services Background Clearance form?**
- a. No. Volunteers are not required to complete the Child Protective Services Background Clearance process. However, the camp personnel administrator may require volunteers to complete the process if they wish. The MDH recommends that volunteers complete the same background clearance process as employees since volunteers will have access to children.
- 10. How do you create an account in myDHR?**
- a. Go to the following website:
<https://mydhrbenefits.dhr.state.md.us/dashboardclient/#/home>
 - b. Follow the instructions contained in the training slides for "Creating a myDHR Account" located on the "Most Requested Forms and Documents" page of our website.
- 11. How does an employee fill out the Child Protective Services Background Clearance?**
- a. The employee should create an account by following the instructions in question 10.
 - b. The employee should then complete, save, and print the Child Protective Services Background Clearance form using myDHR. The instructions for doing so are in the training slides for "Employees" located on the "Most Requested Forms and Documents" page of our website.

12. How is a notarized Child Protective Services Background Clearance submitted to DHR for processing?

- a. The employee turns in the completed and notarized form to the personnel administrator. The personnel administrator scans or takes a picture of all the pages of the form and then uploads those to the camp employees file within myDHR. Once these documents are upload the personnel administrator will complete the process and submit the application to DHR through the online portal. For specific information on how to complete this process please see the training slides for “Personnel Administrator” on the “Most Requested Forms and Documents” page of our website.

13. What do I do if information is found in the Child Protective Services database?

- a. The camp personnel administrator must assess the suitability for employment of the individual based on the criteria listed in COMAR 10.16.06.21F, which says:

“F. If, as reported on or after October 1, 2005, an individual has been identified as responsible for child abuse or neglect or received a conviction, a probation before judgment disposition, a not criminally responsible disposition, or a pending charge for the commission or attempted commission of a crime or offense that is not included in §E of this regulation, the operator:

- (1) Shall assess, on the basis of the following factors, the individual's suitability for employment:
 - (a) The job position at the camp for which the individual is applying or for which the individual is currently employed;
 - (b) The nature and seriousness of the incident, crime, or offense;
 - (c) The period of time that has elapsed since the incident, crime, or offense occurred;
 - (d) The age of the individual at the time the incident, crime, or offense occurred;
 - (e) The individual's probation or parole status, if applicable; and
 - (f) Any other information the camp considers pertinent; and
- (2) Depending on the results of the assessment, shall permit or prohibit employment of the individual.”

14. Can a person who is found unsuitable to be employed at the camp volunteer at the camp?

- a. No, according to COMAR 10.16.06.21, once the personnel administrator determines that the person cannot be employed to work at camp because of the criminal or Child Protective Services results the person cannot then volunteer at camp.