

DIOCESE OF ORANGE



OFFICE OF SAFE
ENVIRONMENT
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July 30, 2012

RE: New Background Screening Procedures for volunteers without proper valid identification

Dear Parish Safe Environment Coordinators and Record Custodians,

As was reported at the Annual Safe Environment Meeting this past May, we have hired a new Background Screening Company to handle the background screening for all of our volunteers who do not have the proper valid identification to be fingerprinted. I feel confident that ScreeningOne will provide us a much more thorough background search for this population. They have successfully served numerous dioceses throughout the United States and are eager to serve the Diocese of Orange.

Since April of this year, ScreeningOne has been working with our Diocesan Technical Support and two of our parishes (St. Polycarp and St. Boniface) in a "trial" phase. Through this process we have been able to create a very easy, simple and user friendly system. Simple instructions have been created and are attached with this letter.

Please continue reading for all the necessary details and thank you for your continued support.

WHEN WILL THIS BEGIN? Launch date is Wednesday August 1, 2012. Beginning on that date you will no longer be submitting names and DOB to Kathy Ortiz, instead you will be "ordering" a report for each volunteer yourself via the database.

HOW WILL I KNOW HOW TO DO THIS? By following the simple instructions attached with this letter. But if you have any questions you can always call Kathy at (714) 282-3069

WILL I STILL NEED TO FILL OUT AN AFFIDAVIT FOR EACH VOLUNTEER? NO, you will not need to fill out an Affidavit any longer; however, you will need to provide each volunteer with an Authorization Form (see attachments). Each applicant must fill out completely the authorization form and return it to you. You will need this form to order the report.

WHAT DO I DO WITH THE AUTHORIZATION FORMS? The applicant should keep a copy and you should keep a copy on file at the parish. When the volunteer is no longer in ministry, shred the authorization form. DO NOT MAIL OR EMAIL ANY AUTHORIZATION FORMS TO THE DIOCESE.

SHOULD I ORDER REPORTS FOR ALL VOLUNTEERS WHO WERE CHECKED WITH THE OLD SYSTEM? NO, we will move forward, ordering reports only for any new applicants you may have.

DOES THIS REPLACE FINGERPRINTING? No, fingerprinting is the official, preferred process of Background Screening Volunteers in the Diocese of Orange, however if a volunteer does not have proper, valid identification and is unable to be fingerprinted, he/she will be background screened through ScreeningOne.

COST: In the past the Diocese has picked up the cost of Background Screening those without proper valid identification. The cost of performing a much more thorough background search is more expensive but well worth the safety of our children. The diocese will be covering half of the cost. The total cost per person is \$28.00. Each applicant will be charged \$14.00.

HOW WILL THE BILLING WORK? The Diocese will be billed directly and pay directly to ScreeningOne. YOUR PARISH WILL NOT BE RECEIVING AN INVOICE FROM THE DIOCESE NOR FROM SCREENINGONE.

HOW WILL MY PARISH PAY? The cost of Background Screening will automatically be taken out of your parish's Insurance Premium account. Due to this, your Business Managers or Accounting Dept. will notice a slight increase in their insurance premium account.

WHAT DO I DO WITH THE FEE COLLECTED FROM THE APPLICANT? We highly encourage you to deposit these monies into your parish's Insurance Premium Account, as that is where the diocese will withdraw your payment from.

WHAT IS THE TURN AROUND TIME FOR RESULTS TO COME BACK? The average time is 2-3 days. All results will be sent directly to the Safe Environment Office. The results will then be posted to the Safe Environment database where you will be able to see them. The following notations will be used:

OK if the person cleared or **HR** if there is a problem.