



Diocese of Steubenville Safe Environment Program

Instructions for Completing the Verification of Compliance Form

Overview

- The Diocesan Office will e-mail a **Fall** Verification of Compliance Form (VCF) *after* the official Diocesan Child Protection Training Workshops in late September. The Pastor, Principal or Administrator in charge completes and signs the VCF and returns the original copy to the Diocesan Offices, along with any additional documents that are required for submission (such as a workshop attendance sheet or a FBI/BCI that has not yet been submitted).
- The Vicar General or the Director of the OCFS, will return a signed and certified copy of the VCF once all of the submitted information has been verified. This return copy will be kept on file at the place of service while the original will be kept on file at the Vicar General Office. If the Diocesan Offices are missing any documents or verification information, a “Missing Data” form or an “Expiring BCI/FBI” form will be sent which indicate the necessary documents.
- In May, a **Spring** Verification of Compliance Form (VCF) will be mailed, along with a copy of the Fall VCF either signed or incomplete. Please list any new individuals serving minors on this Form if they are not listed on the Fall Form. The Spring VCF will also be returned, signed and certified at a future date if the documents are all submitted. A copy of the Spring VCF will be kept on file at the place of service as well.

Data Required

- 1) Please list the names and required information for all paid professional and support staff as well as all “regular” volunteers as defined by the Decree on Child Protection, who are currently working with children.
- 2) Be sure all information is completed and correct for each person. Incomplete VCFs will be sent back. **Do not fill in shaded gray areas on the form.** The Diocesan Offices use this section for verification.
- 3) If there is no one to report, enter NONE on the form.
- 4) Sign and date the document.
- 5) Make sure you have all of the documents necessary for compliance with the Diocesan Child Protection Decree and indicate “Yes” on the “Required Data” portion of the Verification Form. This means that the Parish / School / Ministry / Religious Organization has on File the:

- BCI and FBI Background checks (or an Diocesan approved Clearance Letter),
- Code of Conduct Form
- Applicant Certification Form
- Supervisor's Checklist Form for Volunteers and/or Employees
- Attendance Training Signature Sheet

These forms can be found electronically (for printing) on the Diocese of Steubenville Child Protection web-site under the "Forms" tab.

The Diocesan Offices keep on File the BCI/FBI and the annual Attendance Training Signature Sheets for annual Auditing purposes.

Data Not Required

- 1) Do not list Priests and Deacons. The Chancellor handles all necessary documents for the Diocesan and Extern Priests.

Document Submission

- 1) Parishes, Religious Organizations and other Ministries and Apostolates recognized under Diocesan jurisdiction should submit documents to the **Office of Christian Formation and Schools**.
- 2) Documents for Priests, Permanent Deacons and Seminarians who are currently Transitional Deacons should be submitted to the **Chancellor**. Other First Year Seminarians and Diaconate Candidates are handled by the Office of Christian Formation and Schools, if they are currently serving in the Diocese in some capacity and listed as such on any current Audit Year VC Form.
- 3) Diocesan Schools should submit documents to **The Office of Christian Formation and Schools**.
- 4) Documents may be submitted either by mail, fax or electronic scan to the designated person or Office. Please indicate on the submission the correct Department.

Questions

Any questions, issues and concerns regarding the Verification Process should be brought to the Vicar General, Msgr. Kurt H. Kemo or Mr. Paul D. Ward in the Diocesan Office for Christian Formation and Schools.