

CATHOLIC YOUTH MINISTRY
BACKGROUND CHECKS AND FORMS FOR CYM COACHES

For the Sake of God's Children policies of the Diocese of Wilmington mandates that all adults that work with children and young adults have a background check and are cleared by the Human Resources office. Background checks and clearance by HR must be completed every five (5) years. The following is some important information concerning background checks that will hopefully help you to understand the process.

BACKGROUND CHECK FORM – The Background Check Form is 2 pages and must be completed by *new* first time CYM coaches. This form can be found on the Diocese of Wilmington web site at <http://www.cdow.org/FSGC/index.html> where you will see the “Background Check Form” link. When you open this link, the header of the form will read “*Background Screening Form*”. Please note the following concerning this form:

- The form must be completed and sent to Hyden & Associates with a \$30 check
- It is important to include the parish/school Charter number on the form. The list of Charter numbers can be found at the web site at the link noted above.
- Most parishes/Catholic schools (Private/Regional/Consolidated) will pay for the background check so contact your AA President before mailing.
- If your parish/school pays for the background check, complete the form, place in a letter size envelope, seal it, write your name on the front and put your initials across the seal in the back. Then drop off at your parish office or in the case of Christ The Teacher, Mt. Aviat Academy, Nativity Prep, Pope John Paul II, Serviam Academy, St. Edmond Academy. Ursuline Academy drop off at the school office.

BACKGROUND RENEWAL FORM – The Background Renewal Form must be used when the original background check is expiring. Please note the following concerning this form:

- This form is one (1) page, orange in color and states “*Background Renewal Form*”. It can only be obtained through your parish office, school office of Catholic Schools as noted above or the Human Resources Office.
- The Human Resources office will send the parish/school office a list of names that are coming up for renewal 30-60 days prior to expiration.
- AA Presidents can view upcoming expiration dates in the “My Coaches” section of the Online Registration.
- A coach can also view the expiration date of the background check in the “Edit My Information” section of the Online Registration.
- Complete the orange Background Renewal Form. It is important to include the parish/school Charter number on the form. The list of Charter numbers can be found at the web site at the link noted above.
- If your parish/school pays for the background check, complete the form, place in a letter size envelope, seal it, write your name on the front and put your initials across the seal in the back. Then drop off at your parish office or in the case of Mt. Aviat Academy, Nativity Prep, Serviau Academy, St. Edmond Academy. Ursuline Academy drop off at the school office.

SEE NEXT PAGE!

RESULTS OF BACKGROUND CHECKS

- Background checks through Hyden & Associates normally takes 2-6 weeks depending on the number of backgrounds being worked on at Hyden at the time or checks needed from other states. It is recommended to submit as soon as possible.
- Once the background check is completed, Hyden & Associates will send the report by email/US mail as requested by the individual completing the form and a copy will also be sent to the Human Resources office for the Diocese of Wilmington.
- The Human Resources office will review the report and determine if there are any disqualifying entries on the report.

ONLINE REGISTRATION - It is important that you are registered in the CYM sign up online registration system as a coach. In addition, please note the following:

- CYM needs to get the background expiration date from Human Resources.
- Once you receive the report from Hyden & Associates, please wait five (5) business days to allow Human Resources to process the report.
- After a few days, send an email to catholicyouth@cdow.org letting us know the date you received the report from Hyden & Associates.
- CYM will contact Human Resources to obtain the background expiration date.
- CYM will email you back if HR does not have a report from Hyden.

EMPLOYMENT BACKGROUND CHECKS – Coaches that have a state performed background check at their place of employment that has been conducted within 5 years can send a copy of the report to Sr. Suzanne Donovan, Director of Human Resources, 1626 N. Union St., Wilmington, DE 19806 or fax to 302-573-6944. The fax cover letter needs to include the Charter ID # of your parish/school and a request that HR contact CYM with background expiration date. No other CBC form is acceptable. In the case of police officers that are CYM coaches, please have your supervisor send a letter on department letter head to Sr. Suzanne Donovan at the above address and include the following information:

- Confirmation that the coach is a member of the department
- Date of last background check
- Confirmation that the individual is a member of the department in good standing and there is no reason why the individual cannot work with children.

CYM ID – A CYM ID will be issued once the background check has been completed and the Human Resources office provides the expiration date. Requests for CYM IDs need to be submitted by the AA President. AA Presidents are asked to check with all coaches and submit one list of names requesting IDs to catholicyouth@cdow.org.

CAN AN INDIVIDUAL BEGIN COACHING PRACTICES WHILE WAITING FOR THE RESULTS OF THE BACKGROUND CHECK – Yes, so long as the other coaches have already been cleared, the appropriate ratio of cleared adults and participants is maintained, and the AA President has contacted the parish/school office to confirm the individual has submitted an application for a background check.