



Diocese of
Green Bay

Safe Environment Department

May 29, 2019

Dear Pastors, Pastoral Leaders, and School Administrators and Principals,

With our Catholic Schools now subject to audit from the Wisconsin Department of Public Instruction because of participation in the School Voucher system, we must be able to provide proof of a criminal background check for an employee who is under the age of 18. Our current procedure would only allow the under 18 job candidate to start the background check in eApps but would not allow the background check to process until the under 18 employee reached their 18th birthdate. The Office of Safe Environment and Human Resources have developed a process with our two vendors, Austin Computing and ISP, to allow for the background check of an under 18 employee to now flow through and complete the background check:

1. The LoSEC at each location will provide the under 18 candidate with the document "Authorization for Consumer Reports" which must be read and signed by both the under 18 candidate and their parent or legal guardian.
2. This document is turned into the LoSEC who will instruct the under 18 candidate to complete the online application as an employee in eApps.
3. Once the online application is complete the LoSEC will forward the signed "Authorization for Consumer Reports" to Deb Knaus in the Office of Safe Environment.
4. The Office of Safe Environment will work with Human Resources and the two vendors to process the under 18 background check. Once the under 18 background check has been completed the Office of Safe Environment will notify the LoSEC that they can proceed with employing the under 18 candidate.

The instructions for an under 18 employee and the "Authorization for Consumer Reports" can be found on the diocese website under the tab Protecting Our Children. The instructions and the document are found in Safe Environment Forms and Manual Section 4.

If you have any questions please contact Deb Knaus, Safe Environment Assistant @ 920-272-8198.

Blessings in His name,

Deacon Dan Wagnitz
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