



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF PUBLIC WELFARE  
OFFICE OF CHILDREN, YOUTH AND FAMILIES  
P.O. BOX 2675  
HARRISBURG, PENNSYLVANIA 17105-2675

Terry L. Clark, MPA  
Director  
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August 31, 2007

To Whom It May Concern:

This letter is to notify you that our office is experiencing a very large volume of relative/neighbor childcare provider applicants being input into the Childcare Management Information System (CCMIS). Our staff conducts the child abuse and Pennsylvania State Police clearances on these applicants to determine if the applicant is listed as a perpetrator of a founded child abuse report and/or has been convicted of certain offenses as per the Child Protective Services Law, which would prohibit the applicant from being hired by an employer.

Due to the large volume of applicants, please allow 4 to 6 weeks to receive results in CCMIS. Please make sure to include the social security number and date of birth of each applicant. If you have not received a result after 6 weeks, please contact Brenda Stephens at [brstephens@state.pa.us](mailto:brstephens@state.pa.us) before resubmitting another application. Brenda will verify if the application has already been processed.

Due to the implementation of a new system from the Pennsylvania State Police, the Pennsylvania Access to Criminal History (PATCH) system will be down from September 2, 2007 thru September 6, 2007. Our office will not be processing any Carecheck applicants during this time period. Your office will be notified once PATCH is operating again.

If you have any additional questions or concerns, you may contact Joy L. Johnson, Director, ChildLine and Abuse Registry by electronic email at [joyjohnso@state.pa.us](mailto:joyjohnso@state.pa.us) or by phone at (717) 783-4655.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry L. Clark".

Terry L. Clark

cc: Joy Johnson  
Brenda Stephens