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Overview

Dear Potential Service Provider,

This guide provides key information necessary for you to be paid for providing eligible services to School District of Philadelphia (SDP) students. Please read all requirements pertaining to service providers carefully and contact SDP with questions prior to providing service to a student. SDP reserves the right to withhold payments to any provider that does not meet the requirements contained in this guide as consistent with applicable law. Entities and the specific individuals providing service must submit the required certifications and clearances to SDP before services are rendered to ensure that invoices are approved for payment when received. If you have any concerns or need help in this process, you may contact the Office of Specialized Services at 215-400-4170.

General Vendor Requirements

The Office of Special Services (OSS) requires that all vendors providing goods and services to students related to Compensatory Education claims be qualified to provide service at competitive market rates.

The SDP has a responsibility to ensure that students receiving compensatory education services are receiving reasonably priced services from vendors qualified to provide the service. To ensure quality service and students’ wellbeing, the SDP requires that the individuals providing compensatory education services to students demonstrate that they are certified to provide the services consistent with state certification requirements and the requirements of other applicable certification bodies. Individuals providing services must submit required certifications prior to the provision of services for invoices to be approved for payment.

Starting in January of 2020, providers of Compensatory Education services must also demonstrate that they have passed the same criminal and child abuse clearance checks required of District staff. Therefore, all persons seeking payment for services rendered under a Compensatory Education Agreement will need to submit a PA Criminal History Check, a PA Child Abuse Clearance, and a FBI Fingerprint Clearance, as detailed below, prior to the provision of service.

Vendors providing services under a Compensatory Education agreement should complete the Vendor Registration Form (APPENDIX A) as soon as possible and submit
the required documentation prior to the provision of service. New vendor registration in
the accounts payable system could take up 60 days to be approved so it is imperative
that documentation be submitted in a timely manner.

Although the District is providing payment, it is important to note that the contract /
service relationship is solely between you as the vendor and the parent / guardian who
procured your service. Questions regarding account balance, settlement expiration, or
other account information should be directed toward the parent / guardian who selected
you for service. The School District of Philadelphia does not provide this information to
vendors and is under no obligation to pay vendors for services rendered beyond the
expiration date of the settlement agreement or beyond the exhaustion of settlement
agreement funds. We strongly suggest you contact parents with any questions prior to
the provision of service.

Special Note on Tutoring Services
- Tutoring must occur outside of the regular school day.
- Tutoring may only occur during school hours on District-calendared holidays.
- Tutoring cannot occur on School District property.
- The use School District materials and equipment is prohibited.
- Tutoring cannot exceed 3 hours in one session.
- Tutoring cannot occur after 8:00 p.m., unless the student participates on a
  District sports or activities team or in other District-sponsored activity, whereas
tutoring cannot occur past 9:00 p.m.

Special Considerations for SDP Employees Providing Compensatory
Education Tutoring Services
In order to provide Compensatory Education tutoring services, you must obtain a
separate tax identification number or EIN. Your social security number cannot be used
for payment under a Compensatory Education agreement. Per the SDP Ethics Policy,
you must also inform the Office of Specialized services if you are an SDP employee by
submitting the SDP Employee Verification Memo to the Office of Specialized Services
prior to the provision of Compensatory Education service.

When providing Compensatory Education Tutoring services, the following must be
observed:
- You may not provide services to students at the school at which you currently
  work or are assigned.
- You may not provide the services on School District property or use School
  District materials or equipment.
You may visit the SDP Office of Specialized Services website for additional information and to obtain an e-copy of this guide. 
https://www.philasd.org/specializedservices/determining-eligibility/compensatory-education/

**NOTE:** Failure to submit vendor documentation prior to the provision of service will result in the delay of payment. Submission of information does not guarantee vendor approval if services offered are not within the guidelines of the student’s Compensatory Education agreement.

### Certification and Clearance Requirements

#### Certification Requirements

Compensatory education funds are to be utilized for appropriate educational, vocational, therapeutic, and/or remedial instruction, programs, and services that further the goals of a student’s current or future IEP and/or will assist the student in overcoming the effects of student’s disability. Any eligible services for which hours are utilized shall be provided by appropriately licensed and credentialed individuals and/or facilities where applicable. Licensed individuals and/or facilities looking to obtain provider status must submit all needed information below via the Philadelphia Safe Kids Gateway by visiting https://safekids-philasd.hosted.src-solutions.com/.

Not all of the services to be provided under compensatory education have a certification requirement. A list of services requiring certification can be found in **APPENDIX C** of this guide. The School District of Philadelphia reserves the right to amend this listing of services requiring certification consistent with relevant industry standards and State and/or Federal requirements. Certification requirements apply to the individual providing the direct service to the student(s).

#### Clearances Requirements

**Obtaining the Required Clearances**

To promote student safety and wellbeing, SDP believes that persons interacting with District students to provide compensatory education services must pass the same criminal and child abuse clearance checks required of District staff. Therefore, all persons interacting with a child will need to submit the three clearances below whereupon a review and fitness determination will be made. No clearance dated more than five years from the date of service provided to a child will be accepted. As stated
above, the requirement for clearances is for the individual providing the direct service to the student(s).

1. **PA Criminal History Check:** Personnel may apply for the Criminal Record Check online at PATCH, using a credit or debit card for payment.

2. **Child Abuse Clearance:** Apply online for your Child Abuse Clearance through the Child Welfare Portal. Results can take up to 14 days if the application is submitted through the mail. Submitting an application online allows individual applicants to receive their results through an automated system that will notify them once their results have been processed. Applicants will be able to view and print their results online.

3. **FBI Fingerprint Clearance:** Pre-Enroll for your FBI Fingerprint Clearance on the Idemia website: [https://uenroll.identogo.com/](https://uenroll.identogo.com/). Although you are not a District employee or contractor, and your relationship is directly with the parent/guardian who selected your service, for convenience you may click on “Schedule or Manage an Appointment” and enter code 1KG6XN, which indicates that you are being fingerprinted for work in connection with a student in the School District of Philadelphia. Click on “Schedule or Manage an Appointment” to pre-enroll. After pre-enrolling, you must schedule an appointment to be fingerprinted at one of the IdentoGO sites here: [https://uenroll.identogo.com/workflows/1KG6XN/locator/location](https://uenroll.identogo.com/workflows/1KG6XN/locator/location).

**It is your responsibility to make sure all certifications and clearances for individuals providing services are up to date, complete, and provided prior to providing services to a student.** Once certifications and clearances have been uploaded, the School District of Philadelphia will review documentation to ensure that documents meet PA State standards of fitness. If any adverse information is contained on any of these reports that may result in a lack of fitness to provide service determination, you will be contacted.

Individuals are required to submit proof of active and current certifications and clearances prior to the provision of service to student in order to ensure timely payment processing. Any new provider who has not already provided required documentation prior to the provision of service, will be required to submit relevant, appropriate certifications and up-to-date clearances prior to remittance of payment.
Submitting Required Certifications and Clearances

To support the submission of certifications and clearances required above, the District has made available access to the Philadelphia Safe Kids Gateway. Safe Kids is an online system that streamlines the acquisition, processing, and tracking of background checks and clearances. The portal also provides an opportunity to upload copies of your documents. If you are unable to upload documents remotely, you will be required to bring your paperwork to the district office for upload into the system.

In order to use the Safe Kids Gateway, please establish an account and upload your documents accordingly. If you are an employee of a company providing services to District students (e.g., compensatory education services), please provide your documents to your employer for uploading.

APPENDIX E of this document contains a detailed guide to uploading your documents. If you have additional questions, please contact the Office of Specialized Services at 215-400-4170.

Billing requirements

Submitting invoices

Prior to submitting an initial invoice, new providers (individuals or companies) receiving direct payment should register as a “vendor” with SDP. Registration is accomplished by completing the Vendor Registration Form found in APPENDIX A of this document and submitting the accompanying required documents including a quote or sample invoice of services provided, a W-9 form with a valid telephone number and a completed SDP Employee Disclosure Memo to the Office of Specialized Services. If the business uses a PO Box, a physical address must still be listed on the W-9 form. Providers are also required to submit copies of the certifications(s), if applicable, and clearances outlined in the “Certification and Clearance Requirements” section of this guide prior to the submission of their first invoice. Invoices submitted by new providers unknown to SDP will not be paid until they also submit proof of relevant certifications and valid clearances. Payment will be delayed as the documentation is reviewed.

Subsequent invoice submissions will not require additional certification or clearance documents except in cases where the individual providing service has changed or the clearance or certification has expired.

Submission of information does not guarantee approval if services offered are not within the guidelines of the student’s Compensatory Education agreement or award. When seeking approval for programs, new providers, etc., individuals should ensure that they
have the appropriate certifications and clearances prior to providing services and submitting an invoice. The failure to have current and active certifications and clearances will result in SDP denying payment for services rendered during the period of non-compliance.

Providers shall submit a separate invoice for each child using the attached standard SDP invoice document (APPENDIX G).

All vendor invoices must include all of the following information:

**Requirements - First Invoice for Each Specific Student**
- A quote or sample invoice of services provided

**Requirements – All Invoices**
- Invoice Number (unique identifier) provided by the individual providing service or provided by the company. Invoice numbers cannot be reused. Invoices with duplicate or recycled invoice numbers will not be processed.
- Student’s full name, date of birth (DOB), and SDP ID number (contained on the settlement agreement or related).
- Dates and times of service, service category, name of the individual providing service, hours to be billed and hourly rate.
- The total cost for the invoice.
- Signature of the individual submitting the invoice or company representative, if applicable.
- A Certification of Services Rendered (APPENDIX J) signed by the parent or guardian to serve as supporting documentation of services rendered.
- Relevant documents from the supporting documentation table in APPENDIX C.

**NOTE:** The School District of Philadelphia reserves the right to amend this listing of required supporting documentation consistent with relevant best practices, industry standards and State and/or Federal requirements.

All invoices should be submitted to the following address:

**By Mail:**
440 N. Broad Street
2nd Floor, Portal B
Suite 206
Philadelphia, PA 19130

**By E-Mail (PREFERRED METHOD):**
CompEduInvoices@philasd.org
Hand Delivery:
440 N. Broad Street
2nd Floor, Portal B
Suite 206, Secretary
Philadelphia, PA 19130

Any suspected or identified fraud, misconduct, irregular recordkeeping or billing practices, deceit, falsification or misrepresentation of documentation or information, improper referrals, kickbacks, misuse of funds, misuse of information (such as student data), breach of confidentiality or privacy obligations, or other similar improper or criminal conduct will be reported to SPD’s Office of Inspector General and/or Office of General Counsel, and/or to law enforcement, for appropriate investigation and civil and criminal legal action.
## APPENDIX A: Vendor Registration Form

![Vendor Registration Form Image]

**Office of Specialized Services**
440 North Broad St. Suite 200
Philadelphia, PA 19130
Phone: 215-400-4170
Email: CompEdulnvoices@philasd.org

### COMPENSATORY EDUCATION VENDOR REGISTRATION FORM

<table>
<thead>
<tr>
<th>Date of Submission:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>Address Line 2:</td>
<td></td>
</tr>
<tr>
<td>City / State / ZIP:</td>
<td></td>
</tr>
</tbody>
</table>

| Contact Name (if different): |   |
| SSN # or EIN #: |   |
| Phone: |   |
| Email: |   |

- **Have you provided Compensatory Education Services to SDP students in the past?**
  - [ ] YES
  - [ ] NO

<table>
<thead>
<tr>
<th>Type of Service(s) Provided (drop-down menu)</th>
<th>Description of Service</th>
<th>Hourly Rate</th>
<th>Certified to provide this Service?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Select Service Category:</td>
<td></td>
<td></td>
<td>[ ] YES [ ] NO [ ] N/A</td>
</tr>
<tr>
<td>- Select Service Category:</td>
<td></td>
<td></td>
<td>[ ] YES [ ] NO [ ] N/A</td>
</tr>
<tr>
<td>- Select Service Category:</td>
<td></td>
<td></td>
<td>[ ] YES [ ] NO [ ] N/A</td>
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<tr>
<td>- Select Service Category:</td>
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<td></td>
<td>[ ] YES [ ] NO [ ] N/A</td>
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<td>- Select Service Category:</td>
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<td>[ ] YES [ ] NO [ ] N/A</td>
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<td>- Select Service Category:</td>
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<td>[ ] YES [ ] NO [ ] N/A</td>
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<tr>
<td>- Select Service Category:</td>
<td></td>
<td></td>
<td>[ ] YES [ ] NO [ ] N/A</td>
</tr>
<tr>
<td>- Select Service Category:</td>
<td></td>
<td></td>
<td>[ ] YES [ ] NO [ ] N/A</td>
</tr>
</tbody>
</table>

**Have you obtained the required background clearances?**
- [ ] PA Criminal History Check [ ] YES [ ] NO
- [ ] Child Abuse Clearance [ ] YES [ ] NO
- [ ] FBI Fingerprint Clearance [ ] YES [ ] NO

By signing this document / report, I certify to the best of my knowledge and belief that the information is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

**Vendor Signature**

Please attach W-9 and any other required supporting documentation.
APPENDIX B: SDP Employee Verification Memo

The School District of Philadelphia

Office of Specialized Services

Education Center
440 North Broad Street – 2nd Floor
Philadelphia, Pennsylvania 19130

Telephone (215) 400-4170
Fax (215) 400-4171
Compensatory Education Team
campedu@phlads.org

As a current or potential provider of Compensatory Education services to School District of Philadelphia students, the Office of Specialized Services (OSS) would like to update you on our base policies:

Compensatory education providers, including School District employees, may not use School District property, materials, and/or equipment to provide compensatory education services.

Current School District of Philadelphia employees may enter into an agreement with the parent or legal guardian of the student(s) to provide Compensatory Education services to students ONLY IF:

(i) the School District employee provides the services as an independent contractor, under a tax identification number or EIN which is different from his or her Social Security Number, AND

(ii) the student(s) to whom the School District employee provides the services is/are not enrolled and/or attending the school to which the School District employee is currently assigned or working. Furthermore, the Parent or Legal Guardian of the student(s) receiving the services must select the person to provide the services and not the School District.

Please answer the following questions:

1. Are you a currently or a School District of Philadelphia employee providing Compensatory Education services to a School District of Philadelphia student?  Yes □  No □

2. Do you currently operate under a tax identification number or EIN? (Not your Social Security Number)  Yes □  No □

*If you are a current School District employee, you must complete and submit a W-9 using your tax identification number or EIN to establish yourself as an independent contractor.

By signing this document, I agree to adhere to the School District of Philadelphia Ethics Policy and understand that I may not use School District property, materials and/or equipment to provide Compensatory Education services. Please sign and return to the Compensatory Education Team.

Signature

Date
## APPENDIX C: Requirements by Service Category

**NOTE:** The School District of Philadelphia reserves the right to amend this listing of services requiring certification consistent with relevant best practices, industry standards and State and/or Federal requirements.

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Service Category Description</th>
<th>Requires Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Consulting</td>
<td>The service of providing families information in order to navigate the compensatory education process. Services rendered may not have an actual or potential conflict of interest.</td>
<td></td>
</tr>
<tr>
<td>Extended School Year</td>
<td>The service of providing socialization growth and continuity over the summer months providing specially designed instruction and progress monitoring in order to advance appropriately towards attaining the goals set forth in a student's IEP.</td>
<td>YES</td>
</tr>
<tr>
<td>Individual Specialized Instruction</td>
<td>Individualized one-to-one instruction is delivered by one teacher working with one student in a private learning room—with a class size of one. Students may work with different subject-matter experts in each discipline, but teachers who start courses with students remain beside them, coaching and teaching for the duration of the course/session.</td>
<td>YES</td>
</tr>
<tr>
<td>Psychological Services</td>
<td>Services include:</td>
<td></td>
</tr>
</tbody>
</table>
|        Independent Educational Evaluation | (i) Administering psychological and educational tests, and other assessment procedures;  
                                | (ii) Interpreting assessment results;  
                                | (iii) Obtaining, integrating, and interpreting information about child behavior and conditions relating to learning;  
                                | (iv) Consulting with other staff members in planning school programs to meet the special educational needs of children as required. | YES                    |
indicated by psychological tests, interviews, direct observation, and behavioral evaluations;
Planning and managing a program of psychological services, including psychological counseling for children and parents; and
Assisting in developing positive behavioral intervention strategies.

<table>
<thead>
<tr>
<th>Socialization Enrichment</th>
<th>Services provided to children in need of additional support in their social-emotional development. Consistent with the goals set forth in a student's IEP, behavioral support service therapists provide individual and group counseling to students and apply appropriate social skill building activities where necessary. Clinicians may also assist in identifying, mobilizing, and coordinating community resources and services to enable the child and family to receive maximum benefit from services.</th>
<th>YES (EXCEPT where *)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Consulting</td>
<td>The service of providing assistance to families selecting and purchasing adaptive technology for a student in order to advance appropriately towards attaining the goals set forth in the student's IEP.</td>
<td>YES</td>
</tr>
<tr>
<td>Therapeutic Services</td>
<td>The service of providing treatment with the intent to relieve a disorder and to advance appropriately towards attaining the goals set forth in the student's IEP. Therapy may be provided in the following formats: Applied Behavior Analysis, Art, Aquatic, Equestrian, Music, Occupational, Physical or Speech.</td>
<td>YES</td>
</tr>
<tr>
<td>Transitional Assistance</td>
<td>The service of providing training to students that require occupational and vocational readiness and life skills in order to advance</td>
<td></td>
</tr>
</tbody>
</table>
appropriately towards attaining the goals set forth in their IEP.

**Tutoring**

One-to-one instruction provided by a qualified special educator. Tutoring supports are for students who require additional instructional time to advance appropriately toward attaining the goals set forth in their IEPs.

**NOTE:** The School District of Philadelphia reserves the right to amend this listing of required supporting documentation consistent with relevant best practices, industry standards and State and/or Federal requirements.

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Acceptable Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Consulting</td>
<td></td>
</tr>
<tr>
<td>Extended School Year</td>
<td></td>
</tr>
<tr>
<td>Individual Specialized Instruction</td>
<td>• tutoring logs</td>
</tr>
<tr>
<td></td>
<td>• service logs</td>
</tr>
<tr>
<td></td>
<td>• sign-in and sign-out sheets</td>
</tr>
<tr>
<td>Psychological Services</td>
<td></td>
</tr>
<tr>
<td>Independent Educational Evaluation</td>
<td></td>
</tr>
<tr>
<td>Socialization Enrichment</td>
<td>• service logs</td>
</tr>
<tr>
<td>Behavioral Support Services</td>
<td>• sign-in and sign-out sheets</td>
</tr>
<tr>
<td>Camp*</td>
<td></td>
</tr>
<tr>
<td>Social-Emotional Development</td>
<td></td>
</tr>
<tr>
<td>Other Socialization Enrichment</td>
<td></td>
</tr>
<tr>
<td>Technology Consulting</td>
<td></td>
</tr>
<tr>
<td>Therapeutic Services</td>
<td>• service logs</td>
</tr>
<tr>
<td>Applied Behavior Analysis Therapy</td>
<td>• sign-in and sign-out sheets</td>
</tr>
<tr>
<td>Art Therapy</td>
<td></td>
</tr>
<tr>
<td>Aquatic Therapy</td>
<td></td>
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<tr>
<td>Equestrian Therapy</td>
<td></td>
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<tr>
<td>Music Therapy</td>
<td></td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td></td>
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<tr>
<td>Physical Therapy</td>
<td></td>
</tr>
<tr>
<td>Speech Therapy</td>
<td></td>
</tr>
<tr>
<td>Transitional Assistance</td>
<td></td>
</tr>
<tr>
<td>Tutoring</td>
<td>• tutoring logs</td>
</tr>
<tr>
<td></td>
<td>• sign-in and sign-out sheets</td>
</tr>
</tbody>
</table>
FBI Background Clearance
Pre-Enroll for your FBI Fingerprint Clearance on the IdentoGO website: https://uenroll.identogo.com/

1. Select “Schedule or Manage an Appointment”
   a. Please enter the code 1KG6XN, which indicates that you are being fingerprinted for work in connection with a student in the School District of Philadelphia.
   b. Complete all steps of the registration process. Under “documents”, please make sure to select an identification document you own that will serve as your official identification.
   c. Print your receipt from this transaction that includes your Universal Enrollment ID (UEID). It should look like this (RIGHT). You will need this receipt both for your fingerprint appointment and your final processing appointment; do not lose it.

2. At the end of the pre-enrollment transaction, you will be asked to make an appointment to be fingerprinted at an available location.
   a. Please note that 440 North Broad Street is not a fingerprinting location.
   b. The list of locations where you must travel to complete your fingerprints can be found on the website: https://www.identogo.com/locations/pennsylvania.

3. On the day of your scheduled appointment, please make sure to bring your receipt from the pre-enrollment, the identification documentation you selected to confirm your identity, and a form of payment.
   a. Please make sure that your legal name exactly matches the name on the identification.
   b. For payment, IdentoGO locations accept business check, money order, or a credit card. The total cost of the clearance is $22.60, and there is a $1.00
processing fee for credit cards.

Pennsylvania Child Abuse History Clearance

Option 1: Online Submission
The Pennsylvania Child Abuse History clearance can be submitted and paid for online through the Child Welfare self-service portal. Submitting an application online allows individual applicants to receive their results through an automated system that will notify them once their results have been processed. Applicants will be able to view and print their results online.

The self-service portal also provides organizations the ability to create business accounts to prepay for child abuse clearances and have online access to the results. When an applicant uses a code given to them by an organization, the organization will have access to the applicant’s child abuse history clearance results once those results are processed.

1. If registering for the first time choose “Create a New Account”
   a. Read the directions on the next page, and then click “Next”.
   b. Fill in all the information requested (remember the Keystone ID is a username created by the user) including security questions and the security riddle (if the security riddle is unclear go back to the initial website and you should get a new question).
   c. Click Finish after completing all fields.
2. You will be provided with a temporary password at the email address provided. When you receive the email, go back to the initial webpage and choose “Login”. You will be prompted to change your password.
3. There will be a series of pages to fill in. Remember to select “Other” for the purpose of the clearance.
4. When asked about the Certificate Delivery Method, answer “Yes” you would like to have a paper copy sent to your home or mailing address.
5. You must pay for the clearance online using either a debit or credit card and then sign electronically.
The website states that you will be provided with updates regarding the status of your clearance and will be notified when it is ready to be printed. While the website states that the process is automatic, it has been known to take up to two weeks for the clearance to be generated.

**Option 2: Paper Submission**

The clearance can also be obtained via mail using the application form found here: [http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf](http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf)

Instructions for how to complete the Pennsylvania Child Abuse History Clearance application are now included on the last page of the application and can be printed for easy reference when completing the application.

Submit paper applications to:

**ChildLine and Abuse Registry**  
Pennsylvania Department of Human Services  
PO Box 8170  
Harrisburg, PA 17105-8170

**PA Criminal Background Check**

**Option 1: Online Submission**

1. Go to https://epatch.state.pa.us.
2. Begin by clicking on the button “Submit a New Record Check”
3. Use the radio buttons to select whether you are submitting an “individual request” or a “company request”.
4. Read the Acknowledgement Section and check the box labeled “Accept” to accept Terms. You will then be taken to a page where you will enter requestor information.
5. Select “Other” as the Reason for Request.
6. Enter your personal address, email address (not required) and phone number and click “Next”.
7. Verify information entered. Click “Proceed” if all correct or “Back” to correct information.
8. On the next screen enter all personal information again for the background check request Click on “Enter This Request” and your request will be sent to a queue

Click “Finished” to submit request(s)
If you click on “Submit”. You will see a timing bar across the top and pending in the status while the request is processing. When processing is complete, click on the Control #.

To print or save the certification form, click on words “Certification Form” just above the back button.

NOTE: The certification form with the keystone state symbol should be printed and/or saved. **You are able to return to print or save the certification form if you have written down the control number, date of request and name as originally entered.**

If a “Request under Review” response is received, check the PATCH website periodically for updates. Click on “Check the status of a Record Check”. Enter the control number, the request date, and name as originally submitted. It can take anywhere from a few days to a few weeks for the “Request under Review” status to be updated. If status changes to “No Record” print the Certification Form.

If a record is found, the results will be mailed to the address provided in the request.

**Option 2: Paper Submission**

Obtain the SP4-164A form online at [https://epatch.state.pa.us](https://epatch.state.pa.us) On the top right click on the “Help” link. Select the SP4-164A Form from the dropdown.

1. Complete the form
2. Enter your name, address and phone number as the requestor
3. Complete “Subject of Record Check” with your personal information

If you have additional questions you can reach the PATCH Helpdesk at 1-888-783-7972.
APPENDIX E: Submitting your Documents using the Philadelphia Safe Kids Gateway.

Prior to visiting the Safe Kids website, please ensure that you have obtained the required certifications (where required), clearances and background checks.

Using the System

Answering Questions
When using the Philadelphia Safe Kids Gateway, you will be providing the District with information on yourself and / or individuals employed by your organization. Most answers are simple type-in-the-blank or select-a-button, but there are a few exceptions, such as file uploads.

Required Answers
Answers are not required unless otherwise specified. A required answer will be indicated by a red asterisk (*) next to the text. Once you have filled out all required answers on a page, you may hit “Save and Next” to progress to the next page. You may return to a previous page using the “Back” button at the top and bottom of each page.

Advancing or Backtracking
The Philadelphia Safe Kids Gateway operates using a workflow. At the bottom and top of every page of questions you will see a “Back” button and a “Save and Next” button. Clicking the “Back” button will return you to previous pages, allowing you to adjust or review your data. Clicking “Save and Next” can only be done when all the required answers on your page have been provided, and will take you to the next page of questions.

Saving Your Work
Data entered will be automatically saved in the Gateway. If you need to stop mid-registration, simply log out. When you log back in to your account you will be able to pick up right where you left off by viewing the Account Management page and clicking “Edit”.

Creating an Account

When you visit the Philadelphia Safe Kids Gateway at https://safekids-philasd.hosted.src-solutions.com/ you will be asked you will be asked to either login or create an account.

1. If you are new to the Registration Gateway, click the “Start” button at the bottom
of the screen to create a new user account.

2. If you have previously created a Registration Gateway account, enter the username and password in the appropriate fields and click “Login” to log into an existing account.

3. If you have forgotten your password to an existing account and provided a valid email address during account creation, please click the “Forgot your password?” link.

When you choose to create an account, the first page that appears will be titled “Before you Get Started”, which will have information that provides a basic introduction to the system and contact information for the appropriate office should you encounter any difficulties. A check-box at the bottom allows you to indicate that you are ready to proceed. Please click the “Save and Next” button after checking this box.

You will then be presented with the “Create or Edit My Account” page. This page will ask you to enter:

- a unique username and password
- a challenge question and answer (used in case you forget your password), and,
- an email address to send password recovery emails.

The Philadelphia Safe Kids Gateway uses email addresses to send password reset information in situations where this is required. If you do not have an email address, please consider getting one so that you can ensure access to your Philadelphia Safe Kids Gateway account if you forget your password.

You will then be prompted to enter your registration information. You will need to indicate if you are uploading clearances for yourself or on behalf of staff / volunteers associated with your program / entity.

If you are uploading clearances for yourself, select the radio button for “Yes”. Enter your first and last name as it appears on your valid photo ID, then click “Save and Next”.

The next page will ask you to enter your applicant type and organization or provider affiliation (if relevant). You should select the applicant type, “Compensatory Education Provider”. Click “Save and Next” to advance to the individual demographic information section. Enter all required data, which include:

- First and Last Name
- Any former name(s) by which you have been identified
• Date of Birth
• Email Address
• Primary Phone Number
• Physical Address

Then click “Save and Next”.

If you are uploading clearances on behalf of staff/volunteers associated with your program / entity, select the radio button for “Yes”. You will then be prompted to select your Organization. If you do not see your organization listed, please scroll to the bottom of the list and select “Other”. You will then be able to type in the name of your organization.

If you are authorized to upload clearances on behalf of staff and/or volunteers from your organization entity, you will then enter your first and last names in the specified fields. On the following screens, you should enter information for the first individual on whose behalf you are uploading documentation. Once you have completed this process for the first individual, you will have the option to repeat the process for the next individual on whose behalf you will be uploading documentation. You can repeat the process as many times as you need to upload clearances for all staff members and/or volunteers associated with your organization.

If you are not authorized to upload clearances for staff and/or volunteers associated with your program, please instruct those individuals to create accounts for themselves and upload clearances through this portal.

**Applicant Type**

Enter your applicant type: “Compensatory Education Provider” - An individual or entity who is not a District employee or contractor, providing services procured by a parent / guardian under a compensatory education agreement. A vendor drop-down will appear. Select your organization or provider affiliation. If new vendor, select “Other” and write in vendor name.

**Submitting Documentation**

Once the demographic sections have been completed, you will be prompted to upload the required documentation identified in the Compensatory Education Provider Guide including:

- Professional Certifications (where required)
- PA Child Abuse Clearance
• PA Criminal History Check
• FBI Fingerprint Clearance

**NOTE:** For each clearance / background check, you will be required to:
1. affirm that you have obtained the required document
2. enter the date that the document was issued
3. enter the document Reference ID#, and
4. upload the document
5. affirm that you have uploaded the required document

**Uploading Documents**

Submission questions at the bottom of each submission page will have a **Choose File** button.

* Have you obtained and submitted your Act 151 Child Abuse History Clearance Form within the past 5 years?
  - Yes
  - No
  - *Required*

Upload your Act 151 documentation here

[Choose File] No file chosen

* Please confirm you have upload your Act 151 documentation (if document not present your application can not be approved).
  - Yes

Clicking this button will let you upload a file from your computer or device. Please select the document that matches the submission page request your file *before* uploading your file.

If a file upload is successful, the file will appear just *below* the **Choose File** button.
If you don't have a PDF version of the documents available on your computer or mobile device, you may use a smartphone to photograph and upload document images. Valid file upload types are jpg, gif, png, pdf, xls, xlsx, doc, and docx. The file size limit is 10MB. If using photo capture, be sure to take a clear photo of the document.

Next, you will review the information that you have entered in the clearance portal.

Affirm that you have submitted all required documentation. Click “Save and Next”. This will allow you to view and/or save as PDF a checklist that will highlight any documentation or items that may still need to be completed after you exit this portal or that you will need to provide to the district.

If you submitted your own documents, you may log out. If you are submitting documents on behalf of your staff, click “Add” as shown in the image below.
If you have completed uploading documentation for yourself, select the Log out button. If you are uploading clearances for your organization/program on behalf of multiple individuals and would like to upload documentation for another staff member/volunteer, select the Add button.

Once all documents have been uploaded, District personnel will process and approve your certifications (where required), background checks and clearance documents. You will receive an email when your documents have been accepted.
APPENDIX F: Philadelphia Safe Kids Gateway FAQs

Q: What is the Safe Kids Gateway?
A: The Philadelphia Safe Kids Gateway is an online system that allows the upload and tracking of provider clearance and certification documentation. More information can be found by visiting the Office of Specialized Services website. Visit the Comp Ed page to access the Philadelphia Safe Kids Gateway.

Q: How do I obtain the appropriate clearances and background checks?
A: The clearances and background checks are obtained via various agency websites. Links to each website where each clearance/background check may be obtained, can be found in “Clearances and Background Checks” section of this Guide.

Establishing a Philadelphia Safe Kids Gateway account does not automatically get you the appropriate clearances and background checks. You must visit the appropriate clearance/background check website and obtain each clearance/background check. The appropriate websites are hyperlinked in the section above.

Q: How do I obtain a Philadelphia Safe Kids account?

Q: I am a District Employee and a Comp Ed Provider. How is this handled with the Philadelphia Safe Kids system?
A: Because you are cleared as an employee, you are automatically cleared as a provider with the District and you will not need to do anything besides maintain your clearances and background checks as an employee. If you retire or resign, you will need to resubmit as a provider. However, per the SDP Ethics policy, when registering as a Comp Ed provider you are required to notify the Office of Specialized Services that you are employed by the District.

Q: What do I do if I forget my login information the Philadelphia Safe Kids Gateway?
A: Click the Login Help link on the Philadelphia Safe Kids login page. You will be prompted for your username and security questions. An email with a temporary password will be emailed to the email address on file for you. If you do not remember your username or the answer to your challenge question, please contact the system administrator: mrambo@philasd.org. Please provide your name and phone number and someone will contact you to assist in changing your password.

Q: I’ve established a Philadelphia Safe Kids account, and have entered my information. Now what?
A: If you were able to scan and upload your clearances and background checks documents, on your own, a district personnel member will process your application.
Once your application has been processed and your Background Checks and Clearances have been accepted, you will receive an email.

Q: What file types are accepted by the Philadelphia Safe Kids system?  
A: PDF, JPG and PNG. You may upload from a computer. You can also take a photo of paper copies and upload the photo.

Q: I’ve received the email stating my Background checks and Clearances have been accepted, now what?  
A: You will receive an email will deem you compliant with vendor requirements and now, eligible to provide Compensatory Education services.

Q: I submitted my clearance and background checks a while ago (2 + weeks) and haven’t heard anything. What can I do?  
A: Log back into your Philadelphia Safe Kids account and look for the status of your application. If it says “Sealed,” your documents have been checked and accepted. You may proceed to provide Comp Ed services. If this is not indicated, you may follow up with the Office of Specialized Services at CompEdu@philasd.org.
APPENDIX G: SDP Standard Invoice

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</table>

TOTAL: $ 0.00

Amount Due: $ 0.00
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By signing this document/report, I certify to the best of my knowledge and belief that the information is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Vendor Signature

Please attach all required supporting documentation. For Supplemental Services / Purchases submit to CompEdtlnvoices@phiasd.org
APPENDIX H: Completing the Standardized Invoice

The Comp Ed Vendor Invoice form is intended to standardize and ensure timely processing of invoices submitted to the School District of Philadelphia for compensatory education claims.

The instructions below are for the standard invoice form, which allows billing for only one student per invoice. This form should be completed using Adobe Acrobat.

General Instructions

To make the process for paying providers more efficient, the School District of Philadelphia encourages the use of a standard invoice form that requires the signature of the individual submitting the invoice or company representative, if applicable. This will help confirm that services were provided as billed and that the person providing service is maintaining the appropriate certifications. Providers should bill the District directly using the standard invoice form.

The instructions below will assist you in completing the Comp Ed Vendor Standard Invoice. The form should be downloaded and saved upon completion. Completed invoice forms should be emailed to CompEdulInvoices@philasd.org. Vendors are responsible for retaining a copy of all submitted invoice forms, parent certification of services rendered form, and any other supporting documentation selected from APPENDIX C.

NOTE: The School District of Philadelphia reserves the right to amend this listing of required supporting documentation consistent with relevant best practices, industry standards and State and/or Federal requirements.

The submission of an invoice does not guarantee approval if services offered are not within the guidelines of the student’s compensatory education agreement or award. Service providers should ensure that they have the appropriate certifications and clearances prior to providing services and submitting an invoice. Failure to do so will result in the SDP denying payment for services rendered during the period of non-compliance.

Vendor Information. Please complete this section with the vendor’s name and contact information to ensure proper identification of billing.
Payable To. Enter the legal name of the billing vendor or parent.

EIN / Vendor #. Enter the vendor’s Employer Identification Number (EIN) or District-assigned vendor number.

Address. Enter the legal street address of the vendor, including suite number (if applicable).

City / State / ZIP. Enter the city, the abbreviation of the state, and the 5-digit ZIP code for the vendor’s legal address.

Contact Name. Enter the name of the person that the District should contact with any questions about the submitted invoice.

Phone Number. Provide a contact phone number.

Email. Provide a contact email address.

Invoice Information. This section provides identifying information for the invoice.

Invoice #. Enter the invoice number.

Invoice Date. Click on the calendar box to indicate the submission date of the invoice.

Student Information. Please complete this section by entering the student’s information.

Student Name. Enter the student’s full legal name.

Student ID. Enter the student’s District I.D. number.

Student D.O.B. Enter the student’s date of birth.

Service Category. Choose the relevant service category from the drop-down list that best describes the compensatory education service that was provided. A description of service categories can be found in APPENDIX C.

Service Information. Please provide an itemized breakdown of the invoice billing. Complete one row per date that service was provided within the invoice billing period.
Description of Service. Provide a brief description of the provided service.

Date of Service. Click the calendar box to indicate the date that the service was provided.

Hourly Rate. Enter the hourly or per unit rate.

Qty / Unit. Enter the number of hours of service or other unit quantity.

Amount. The line item total is automatically calculated.

Payment Information. This section will calculate the cost for compensatory education service(s) provided to the student.

Amount Due. Total amount billed for services. This amount will automatically calculate from information entered into the Service Description section.

Submit Payment By. The date that payment is due to the vendor.

Required Signatures. After completing all sections of the form, electronically sign your name. A brief “how-to” document can be found in APPENDIX G By signing this document, you attest that the information provided is true, complete, and accurate, and that you are aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject you to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise.
APPENDIX I: Creating an Electronic Signature in Adobe Reader

1. Make sure your computer has an updated Adobe Reader application (download from http://get.adobe.com/reader). Open a form with an electronic signature in Adobe Reader. **Make sure the document is open in Adobe reader, not in Preview or a window within your internet browser.** The way to be sure is that there will be a red “tag” in the signature boxes:

   ![Signature Tag]

2. Click on that red signature tag. The following dialog box will come up. Choose “A new digital ID I want to create now” and click **Next ->**

   ![Add Digital ID]

3. Enter your name as you want it to appear on signed documents. Also fill in the other requested information. The three drop-down menus at the bottom can be left as they are. Click **Next ->**

   ![Add Digital ID Information]
4. Create a password and type it in both password boxes. It is advisable to use your email password or some other password you will not forget. Then click “FINISH”.

5. You have now set up an electronic signature that will work when signing Adobe documents **ON THE COMPUTER YOU ARE USING**. If you want to be able to sign on other computers, you must repeat this process on that computer. The box you now see is what will usually appear moving forward when you click on a red signature tab.

In order to sign this or a future document, type your password in the password box and click Sign. You will then be prompted for where you would like to save the signed copy of this document. It is advisable to save the document to a Desktop or folder where you will be able to locate the file to attach it to an email, etc.
APPENDIX J: Parent Certification of Services Rendered

COMPENSATORY EDUCATION
CERTIFICATION OF SERVICES RENDERED (CSR)

Date: ____________

Student’s Name (PRINT Last, First) ____________________________________________

Date of Birth: ____________  Student ID #: ____________________________

I, do hereby certify that service(s) rendered by ____________________________
detailed in invoice # ____________________________ were provided as outlined.

By signing this document, I certify to the best of my knowledge and belief that the information is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

NOTE: Inquiries of student’s accounts will not be sent to vendors from the SDP and should be sought from the parents.

Student’s Signature: ____________________________  Date: ____________
(if over 18 and developmentally appropriate)

Parent’s Signature: ____________________________ Date: ____________

Vendor’s Signature: ____________________________ Date: ____________

Please submit this certification along with the referenced invoice to CompedulInvoices@philsd.org.