**Corporate Compliance Plan  
Addendum Date: 9/28/15  
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Please be aware that the following changes have been made to the Corporate Compliance Plan. All updates to this plan will be disseminated through addendums. The full version of the Corporate Compliance Plan and all addendums can be found by following the link on the Penndel Mental Health Center homepage or by clicking [here](http://www.penndelmhc.org/CorpComp.htm). Please keep aware of all addendums to this plan. Thank you.

**Section 4: Subsection A: Subsection Child Abuse Clearance: Bullet 1**

Removed volunteers.

**Bullet: 2**

*Changed*:

“He/she will be told to bring a $10 money order with him/her to orientation. The employee will complete the Child Abuse Clearance at orientation and HR will mail the form and money order.”

*To*:

“He/she will be instructed on how to complete and pay for the process on line. This can be completed at orientation on an as needed basis.”

**Bullet: 7**

Added bullet 7 regarding volunteers.

**“**Any volunteers who plan to work over 60 days must have a Child Abuse clearance. “

**Subsection Criminal History Clearances: Bullet 1**

Removed volunteers.

**Bullet: 7**

Added bullet 7 regarding volunteers.

**“**Any volunteers who plan to work over 60 days must have a Criminal History clearance. “

**Subsection FBI Clearances: Bullet 1**

Removed volunteers.

**Bullet: 4**

Added bullet 4 regarding volunteers.

**“**Any volunteers who plan to work over 60 days must have an FBI clearance. “

*\*By signing here I certify that I have read and understand the addendum to the Corporate Compliance Plan.*

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Signature Date