



June 22, 2023

Dear Pastor or Administrator:

I am grateful for all that you are doing to create safe environments in our parishes, schools and Catholic institutions. The protection of our children and vulnerable adults is a privilege and responsibility that we all share. Thank you for being co-workers in the vineyard of the Lord.

In compliance with the United States Conference of Catholic Bishops' (USCCB) *Charter for the Protection of Children and Young People*, we must have on file documentation of our efforts over the past audit year (July 1, 2022--June 30, 2023) to keep kids and vulnerable adults safe.

The Compliance Form remains consistent with previous years. The first section tracks compliance with training, policies and background checks. The second section of the form tracks compliance with Praesidium's *Called to Protect*[™] (CTP) K-8 curriculum and Parent Program. We are aware that faith formation programs have taken a variety of forms since the pandemic, from virtual to homeschool to some hybrid version of catechesis. Be as detailed as necessary in completing this portion of the form.

I am enclosing a second form here, for internal use only, which will assist us in ensuring compliance at all times. Please complete this parish Self-Assessment Guide; specify your VIRTUS[®] Local Administrator; and return this form as well, which will help us review your records and plan an on-site or virtual visit as needed. I have completed many parish "visits" in a virtual format already and ask you to respond promptly to our requests to schedule those as the year goes on.

Please check your records, complete the Compliance & Assessment forms, and then sign to indicate your verification. Return these forms via mail, fax, or scan & email; please do NOT return forms via a scanned phone photo, as this is an official document. **Return by July 21, 2023:**

Office for the Protection of Children and Youth, 1404 East Ninth Street 5th Floor, Cleveland, Ohio 44114, or fax to (216) 861-3200; Attention Debbie Morris, or scan & email to dmorris@dioceseofcleveland.org

Blessings,

Sharon Minson, esq.
Director, Office for the Protection of Children and Youth
Enclosures