



June 24, 2025

Dear Pastor or Administrator:

Thank you for all that you are doing to safeguard the children and vulnerable adults across our parishes, schools and Catholic institutions. Please read this letter carefully for updates.

Compliance with the United States Conference of Catholic Bishops' (USCCB) *Charter for the Protection of Children and Young People*, documents our many efforts over the past audit year (July 1, 2024--June 30, 2025) to create safe environments, which protects all of us.

The Compliance Form this year focuses on our activities related to the policy and standards. The form tracks compliance with training, policies and background checks. You are acknowledging that no employee or volunteer who works with children or vulnerable adults has any criminal conviction of harm to children or is listed on the sex offender registry.

The completion of this form indicates an actual review of your records! I strongly encourage you to have your Local Administrator run a Compliance Report in order to complete this form. If you have questions about how to do this, reach out to my office and we can assist you.

We will track compliance with VIRTUS Empowering God's Children (EGC) curriculum in a separate format this year. That program requires online reporting and should be completed no later than June 30, 2025. PCLs and Principals have been instructed on how to complete that report.

Finally, be advised that we are scheduled for an ON-SITE Audit this year. The Stonebridge Business Partners audit team will be on site at diocesan offices the week of Oct. 13, 2025. We do not plan on parish visits in person this year but we will arrange some virtual meetings that week. I will alert you in advance as we plan for that process closer to the time. Again, THANK YOU!

Return this form 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 25, 2025:

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

Peace and all good,

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