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## MEMORANDUM

6 October 2017

**TO:** *All Pastors, Principals and Administrators*  
**FR:** *Reverend Monsignor David L. James, V.G.*  
**RE:** **CHILD PROTECTIVE SERVICE LAW / MANDATED REPORTING**

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Enclosed with this memo is the current Child Protective Services Law policy presented in a poster format. This poster has been distributed before. The poster spells out the process for Mandated Reporting in the Diocese of Allentown. It is available in both English and Spanish.

The law in the Commonwealth of Pennsylvania REQUIRES that anyone supervising children who suspects that a child has been subjected to child abuse or acts of child abuse report the suspected abuse to the state's Child Abuse Hotline.

The process in the Diocese of Allentown further defines the next steps after the report to the hotline, which includes reporting the suspected abuse to the County Office of Children and Youth, the Pastor or Principal, AND the Diocesan attorney's office, Zator Law. Each of these steps is required.

We also urge any questions about interpretation of this law be resolved in favor of reporting. Please refer anyone that is having difficulty deciding whether to report or with any of the steps in the Diocesan reporting procedure to Attorney, Stephanie Koenig, or Zator Law legal assistant, Robin Losagio, at 610-432-1900.

Thank you for your attention to this topic.