

Requirements for the 2016 Diocese of New Ulm self-insured rebate application (For period ending 6/30/2016):

Safe Environment Program and VIRTUS Checklist

Annual Fall Student VIRTUS Training:

- Initial fall children's training completed and reported to Diocese within 10 days of the established due date, with the completed student opt-out list form and the completed student absent form
- All children's training make-up sessions offered and reported to Diocese within 10 days of the established due date, with the updated absent list indicating the names of students attending make up sessions
- Diocesan supplied form used for opt-out reporting and forms are attached to support opt-out counts provided in report

Fall Verification of Catechists and Educators:

- Local Parish/School VIRTUS Master Report rosters are reviewed, clearly edited, and submitted back to the Diocese by September 16 (Up to a 10 business day grace period allowed for complying with this component. Please note: Additional names may be supplied later but the initial known list is to be submitted in accordance with the due date established.)

Other Program Components:

- Spring letter of Safe Environment program non-compliance items signed by Pastor and returned by designated due date
- Final letter of Safe Environment compliance signed by Pastor for year ending June 30 and returned by designated due date
- Verification of the Local Safe Environment Coordinator's ability to print, review, and effectively use local Master Report (Note: Training will be offered a minimum of three times during the year.)
- Letter from Diocesan Safe Environment Coordinator designating all of the above components have been met (Applicant must request the letter from the Diocesan Coordinator a minimum of ten business days prior to the due date of Catholic Mutual application.)