

Fellowship Supports Coordination Agency, Inc

April 21, 2025

Rosemary Chiavetta, Secretary
Pennsylvania Public Utility Commission
Commonwealth Keystone Building
400 North Street
Harrisburg, Pennsylvania 17120

RE: Application of Fellowship Supports Coordination Agency, Inc

Docket No: **A-2025-3054544**

Dear Secretary Chiavetta,

In response to the letter dated **April 21, 2025**, regarding the application of **Fellowship Supports Coordination Agency, Inc** (Docket No: **A-2025-3054544**), please find the requested additional information enclosed for review and consideration.

We have carefully addressed all outstanding questions:

**1. Criminal Background Checks:
Disqualifying Factors**

We trust that this information satisfies the Commission's requirements to proceed with our application. Should you need any further clarification or additional documentation, please feel free to contact me at **267 988 3717** or **dbkeleta@fellowshippa.com**

Thank you for your attention to this matter. We look forward to a positive resolution of our application.

Sincerely,

Desale B Keleta

3 Response to Question #5:

a. Hiring Standards for Drivers:

Our company will adhere to the hiring standards outlined in **Title 52 Pa Code §29.503:**

- **Age Restrictions:** All drivers must be at least **21 years of age** to qualify for employment. This ensures that drivers have sufficient driving experience and maturity to operate a vehicle safely and responsibly.

b. Criminal Background Checks; (52 Pa. Code § 29.505. Criminal history)

We will implement a strict background check policy to ensure the safety of our passengers and compliance with PUC regulations:

- **Background Check Service:** We will use a reputable third-party service such as **HireRight** or **Check** to conduct criminal background checks.
- **Frequency:** Background checks will be conducted **upon hiring** and then **annually** to ensure drivers maintain a clean record.
- **Disqualifying Factors:**

(1) As stated in **(52 Pa. Code § 29.505. Criminal history)** Fellowship Supports Coordination Agency, Inc shall disqualify an applicant convicted of certain crimes in accordance with the following:

(i) An applicant convicted of any of the following within the preceding 7 years:

(A) Driving under the influence of drugs or alcohol.

(B) A felony conviction involving theft.

(C) A felony conviction for fraud.

(D) A felony conviction for a violation of The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. § § 780-101—780-144).

(ii) An applicant convicted of any of the following within the preceding 10 years:

(A) Use of a motor vehicle to commit a felony.

(B) Burglary or robbery.

(iii) An applicant convicted of any of the following at any time:

(A) A sexual offense under 42 Pa.C.S. § 9799.14(c) or (d) (relating to sexual offenses and tier system) or similar offense under the laws of another jurisdiction or under a former law of the Commonwealth.

(B) A crime of violence as defined in 18 Pa.C.S. § 5702 (relating to definitions).

(C) An act of terror.

(2) *Frequency.* One year after engaging a driver and every second year thereafter, the criminal background and driving history checks required under this subsection shall be conducted and that a driver continues to be eligible to be a driver shall be verified.

(3) *Record retention.* A copy of the criminal history shall be maintained by the call or demand or limousine driver for at least 3 years.

Your answers should be verified per 52 Pa Code § 1.36. Accordingly, you must provide the following statement with your responses:

I, Desale B. Keleta, hereby state that the facts above set forth are true and correct to the best of my knowledge, information and belief, and that I expect to be able to prove the same at a hearing held in this matter. I understand that the statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

The blank should be filled in with the name of the appropriate company representative, and the signature of that representative should follow the statement.

Failure to comply with this request within 10 working days from the date of this letter will result in the denial of the application.

Please direct any questions to David Canzoneri, Bureau of Technical Utility Services at (717) 346-9738. Faxed or emailed filings are **not** accepted.

Sincerely,



Rosemary Chiavetta
Secretary

Enclosure