



Corporation for
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COMMUNITY
SERVICE** ★★ ★



Check your Check

Ensuring Compliance with Truescreen and Fieldprint | May 2019



- Why National Service Criminal History Checks (NSCHC)?
 - Protecting Vulnerable Populations
- CNCS NSCHC Goals
- CNCS Contracted Vendors Truescreen and Fieldprint
 - Truescreen
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 - Grant Recipient Responsibilities for Compliance
 - Checking Compliance with Truescreen
 - Fieldprint
 - Fieldprint System- Compliance Built in
 - Grant Recipient Responsibilities for Compliance
 - Checking Compliance with Fieldprint
- Resources



- Understand grant recipient and vendor roles with compliance
- Know how to use CNCS vendors to document compliant and complete NSCHC
- Know who/where to go to for resources and assistance

Why National Service Criminal History Checks (NSCHC)?

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- Protect Vulnerable Populations
 - Vulnerable populations are children age 17 years or younger, individuals age 60 or older or individuals with disabilities
- Individuals who are ineligible to serve or work on CNCS grants are those who:
 - Refuse to consent to NSCHC
 - Make false statements in connection with their NSCHC
 - Are registered or required to be registered on a sex offender registry
 - Have been convicted of murder (18 USC § 1111)

CNCS NSCHC Goals

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- Protect vulnerable populations
- Eliminate barriers to compliance
- Reduce NSCHC noncompliance
- Reduce the NSCHC monitoring burden on grant recipients and CNCS



- Truescreen
 - National Sex Offender Public Website (NSOPW)
 - State of Service and State of Residence (as applicable)
- Fieldprint
 - FBI Fingerprint Checks

Truescreen System Compliance Built In

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Truescreen will:

- Conduct NSOPW and/or State checks
- Provide adjudication recommendations based off of CNCS eligibility criteria
- Provide state and NSOPW “rap sheets” (if exists)
- Maintain government issued photo identification and document grant recipient’s review of the identification
- Document individual’s consent to perform checks
- Document individual’s understanding that selection to serve/work is based on NSCHC results
- Inform and facilitate the individual's ability to challenge the factual accuracy of NSCHC before action is taken to exclude the individual
- Document the anticipated start date
- Document the state of residence at time of application and state of service/employment
- Document the grant recipient’s adjudication decision
- Provide process timestamps
- Maintain documentation for 7 years

Truescreen: Grant Recipient Responsibilities

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- Understand who needs to complete NSCHC/Who is in a covered position?
- Conduct checks using the correct name
 - Truescreen conducts **name-based** checks based on the first and last name entered by the grant recipient
 - The first and last name must match the first and last name of the government issued photo identification
 - Make sure the information you enter is valid and accurate
 - Invalid information = inaccurate results
- Order the correct check(s)
 - Options include: state only check, NSOPW only check, or a state + NSOPW check
 - Secondary state check must be entered into the comment box
 - Make sure the information you enter is valid and accurate
 - Invalid information = inaccurate results
- Conduct checks on time
 - Truescreen checks must be complete (adjudicated by the grant recipient) before starting service/work
- Make final adjudication decision
- Review the government issued photo identification
- Maintain documentation after 7 years
- Develop internal policies and procedures

Make sure the information you enter is valid and accurate.

If you complete a search with invalid information,
you will not get the correct search results.

Common issues



- Grant recipient does not indicate verification of government-issued photo identification
- Grant recipient does not adjudicate check
- First and last name on government issued photo ID does not match check
- Incorrect check/state(s) ordered
- Grant number or other grant recipient information is not accurate

Verify and Review Documentation Requirements



Click the myAppStation to view the government issued photo identification and application information (consent form)

Search for the applicant

Click on the name to access the information

Do not click submit!

The screenshot shows the 'myAppStation' tab selected in the top navigation. On the left, the 'myApplicant Archive' search panel has 'Last Name' selected and circled in red. The main area displays a table of 'myOnline Applications' with columns for Id, Application Name, Ordered, Application Date, and App Station Code. The 'Application Name' column contains a blacked-out area, also circled in red. The 'App Station Code' column contains a 'SUBMIT' button for each row, with the top one circled in red. A red box at the bottom right contains the text 'Do not click submit!'. The top right of the page shows '1.56 Your Avers Turnaround' and 'Wednesday, April 17, 2019'.

Id	Application Name	Ordered	Application Date	App Station Code
1.	[Redacted]	Yes	04/12/2019	CNCS1630
2.	[Redacted]	Yes	04/12/2019	CNCS1624
3.	[Redacted]	Yes	04/15/2019	CNCS1111
4.	[Redacted]	Yes	04/16/2019	CNCS114
5.	[Redacted]	Yes	04/11/2019	CNCS1624
6.	[Redacted]	Yes	04/16/2019	CNCS1050
7.	[Redacted]	Yes	04/16/2019	CNCS737
8.	[Redacted]	Yes	04/11/2019	CNCS242
9.	[Redacted]	Yes	04/11/2019	CNCS325
10.	[Redacted]	Yes	04/16/2019	CNCS692

Verify and Review Documentation Requirements



mytrue.com[®]
screen

Application Documents

The following documents have been attached to this application. Click on the document name to view it.

Document Name	Format	Government ID Verified	Verified Date
Data Collection Form	PDF	---	---
Authorization	PDF	---	---
Other Notices (State Disclosures, CA Notice, NJ Freeze, Summary of Rights)	PDF	---	---
Other	PDF	<input type="checkbox"/>	---

Click to access consent forms (points to Authorization)

Click on "other" to view the ID (points to Other)

Select after ID is verified. This action will be time stamped. Click save. (points to checkbox)

Application Documents

The following documents have been attached to this application. Click on the document name to view it.

Document Name	Format	Government ID Verified	Verified Date
Data Collection Form	PDF	---	---
Authorization	PDF	---	---
Other Notices (State Disclosures, CA Notice, NJ Freeze, Summary of Rights)	PDF	---	---
Other	PDF	<input checked="" type="checkbox"/>	04/18/2019 12:39PM

Timestamp! (points to 04/18/2019 12:39PM)

First and Last Name Match



Using mytruescreen.com Screens



The screenshot displays the mytruescreen.com user interface. At the top, the navigation bar includes 'myHome', 'myReports +', 'myTools', 'myAppStation', and 'myVendors'. The 'myReports +' tab is highlighted with a red circle. Below the navigation bar, the user is greeted with 'Welcome, Jill' and a 'LOG OUT' button. The main content area is divided into several sections:

- Case Search:** A sidebar on the left contains search criteria: 'Last Name or Company Name' (selected), 'First and Last Name', 'First Name', 'SSN/ID#/Tax ID Number', 'Billing Code', 'Report Request Date', 'Case Number', and 'Appstation Code'. A search input field and a 'Submit' button are located below these options.
- Customer Service:** The main content area features a 'Customer Service' header with the question 'How would you like to contact us?'. It offers three contact methods: 'Chat', 'Email', and 'Phone'. A red box highlights the text 'Enter individual's name or other information to search' with arrows pointing to the search input field and the 'Last Name or Company Name' radio button.
- Recently Viewed Subjects:** A section below the search sidebar, currently empty.
- myReport Archive+:** A section at the bottom with its own search criteria: 'Subject's Last Name or Corporation Name' (selected), 'First and Last Name', 'First Name', and 'SSN/ID#/Tax ID Number'.

Using mytruescreen.com Screens



myReport Archive - search results

The search for Subject's Last Name or Corporation Name starting with sm found 570 Reports matching your criteria.

Click on the individual's name to view the criminal history report

[Return to Desktop](#)

Id	Subject	Type	Status	SSN/ID#	Request Date	Level	Requester first name	Requester last name	Viewed
1.	Smith	Complete	Complete		02/14/2019	Illinois + NSOPW			👁
2.		Complete	Complete		02/14/2019				
3.		Complete	Complete		12/18/2018				👁
4.		Complete	Complete		02/19/2019				
5.		Complete	Complete		03/14/2019				
6.		In Process	on Hold		02/22/2019				
7.		Complete	Complete		02/11/2019				
8.		Complete	Complete		03/15/2019				
9.		Complete	Complete		02/13/2019				
10.		Complete	Complete		03/14/2019				
11.		Complete	Complete		02/25/2019				
12.		Complete	Complete		03/19/2019				
13.		Complete	Complete		03/19/2019				
14.		Complete	Complete		03/22/2019				
15.		Complete	Complete		02/21/2019				
16.		Complete	Complete		03/13/2019				
17.		Complete	Complete		03/29/2019				
18.		Complete	Complete		02/18/2019				
19.		Complete	Complete		02/12/2019				
20.		Complete	Complete		02/13/2019				
21.		Complete	Complete		02/23/2019				
22.		Complete	Complete		02/26/2019				
23.		In Process	on Hold		04/17/2019				
24.		Complete	Complete		02/05/2019				
25.		Complete	Complete		02/25/2019				
26.		Complete	Complete		03/18/2019				
27.		Complete	Complete		02/12/2019				
28.		Complete	Complete		03/26/2019				
29.		Complete	Complete		03/25/2019				
30.		Complete	Complete		03/06/2019				
31.		Complete	Complete		02/13/2019				
32.		Complete	Complete		03/14/2019				
33.		Complete	Complete		02/13/2019				
34.		Complete	Complete		03/06/2019				
35.		Complete	Complete		12/19/2018				

Using mytruescreen.com Screens



The screenshot shows the 'myNew Reports+' table with the following data:

Id	Subject	Level	Pass/Review	Requester last name	Adjudicated Pass/Review	Last Adjudicated Date	Case Number	Client Name	Billing Code
1		Iowa + NSOPW	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	02/19/2019 10:48AM			15ACH
2		NSOPW Only	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	03/17/2019 3:05AM			
3		Minnesota + NSOPW	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	03/06/2019 1:19PM			
4		NSOPW Only	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	02/21/2019 12:57PM			
5		Tennessee + NSOPW	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	03/22/2019 2:57PM			

Billing code should include grant number. Check grant number for accuracy.

Click on the individual's name to view the criminal history report

Have a different view than above? Edit your view! Select "edit" to get this window to customize your view.

The configuration window shows the following settings:

- Select Columns and Order to Display:**
 - Unselected Columns: Archive, Pass/Review, Sent Date, Requester first name, Case Number, Viewed, Employee ID, SSNID#
 - Selected Columns: Subject [Required], Request Date, Level, Billing Code, Adjudicated/Pass/Review, Last Adjudicated Date, Requester last name, Client Name
- Rows to display:** Choose the number of rows to display for myNew Reports+ (Rows to Display: 25)
- Keep Reports in Queue:** Sent Date is within
 - Current Day
 - Current Week
 - Current Month
 - Keep Reports in Queue 180 days

Using mytruescreen.com Screens



Reminder to check the government issued photo identification!

The screenshot shows the mytrue.com web interface. At the top left is the logo 'my true .com screen'. Below it is the 'Investigation Information' section with fields for Name (Smith), SSN/ID#, Phone Number, Email, Requester, Request Date, Case Created Date, Case Number, Delivery Date, Billing Code, and Anticipated Start Date. Below this is a 'Key' section with a legend for Pass, Review, Fail, Provisionally Cleared, Pre-Adverse, Final Adverse, and Applicant Withdrawn. A modal window titled 'Document Verification Required' is overlaid on the screen, containing the text: 'Please ensure you are validating that the applicant provided a Government Issued ID on their application. This can be found on the myAppStation Tab.' and an 'OK' button. A red arrow points from the reminder text above to the modal window. Below the key is the 'Services' section with a table of services and their status. At the bottom is the 'Actions' section with various links.

Service	Description	Pass/Review Status	Completion Date
Subject Data	Smith, [redacted] [redacted]	●	Complete 02/14/2019
Sex Offenders	Subject Name: [redacted] National	●	Complete 02/14/2019
State Criminal and Other Offenses	Felony, Misdemeanor and Other Offenses - DuPage, Illinois	●	Complete 02/18/2019

Actions			
View Report	View Report w/Identifiers Masked	Adjudicate This Case	Original Request
View Authorization	Consumer Notifications	Contact Customer Service	View Payment Receipt

Using mytruescreen.com Screens



Investigation Information

Name:		SSN/ID#:	
Phone Number:		Email:	
Requester:		Request Date:	Sun, 03/17/2019
Case Created Date:	Wed, 03/06/2019	Delivery Date:	03/22/2019
Case Number:		Access to Vulnerable Populations:	YES
Billing Code:			
Anticipated Start Date:	08/07/2019		

Request Note:
 I am requesting that, in addition to the Alaska and NSOPW check, that state of Residence check is also run for Kentucky.

Note Response:
 Your special instructions have been noted in your investigation.; Your special instructions have been noted in your investigation.; Your special instructions have been noted in your investigation.

Key:

- = Pass ☒ = Review
- = Provisionally Cleared
- ▲ = Pre-Adverse
- = Final Adverse
- ⊖ = Applicant Withdrawn

Adjudicated Pass/Review: ●

Services

Service	Description	Pass/Review Status	Component Status	Completed
Subject Data		☒	Complete	03/17/2019
Sex Offenders	Subject Name: - National	●	Complete	03/18/2019
State Criminal and Other Offenses	Felony, Misdemeanor and Other Offenses - Valdez-Cordova, Alaska	●	Complete	03/18/2019
State Criminal and Other Offenses	Felony, Misdemeanor and Other Offenses - Campbell, Kentucky	●	Complete	03/22/2019

See checks ordered

Subject data will always be marked as "review." This is to flag the grant recipient to adjudicate the record.

Using mytruescreen.com Screens



mytrue.com
screen

Investigation Information

Name:	Smith	SSN/ID#:	xxx-xx
Phone Number:		Email:	
Requester:		Request Date:	
Case Created Date:		Delivery Date:	
Case Number:		Access to Vulnerable Populations:	
Billing Code:			
Anticipated Start Date:			

Adjudicated Pass/Review: ●

Key:

- = Pass
- ⊗ = Review
- = Fail
- ⊙ = Provisionally Cleared
- ▲ = Pre-Adverse
- = Final Adverse
- ⊖ = Applicant Withdrawn

Services

Service	Description	Pass/Review Status	Component Status	Completed
Subject Data	Smith (xxx-xx-)	⊗	Complete	02/14/2019
Sex Offenders	Subject Name: National	●	Complete	02/14/2019
State Criminal and Other Offenses	Felony, Misdemeanor and Other Offenses - DuPage, Illinois	●	Complete	02/18/2019

Actions

View Report	View Report w/Identifiers Masked	Adjudicate This Case	Original Request
View Authorization	Consumer Notifications	Contact Customer Service	View Payment Receipt

CLOSE

View criminal history report

Subject data will always be marked as "review." This is to flag the grant recipient to adjudicate the record.

Click to Adjudicate

Truescreen Adjudication Screen



Investigation Information

Name: [redacted] Smith SSN/ID#: [redacted]
AKAs: [redacted] Address: [redacted]
Phone Number: [redacted] Email: [redacted]
DOB: [redacted] Billing Code: [redacted]
Case Number: [redacted] Request Date: [redacted]
Requester: [redacted] Request Date: [redacted]
Case Created Date: [redacted] Release On File: [redacted]
Status: [redacted]

Adjudicated Pass/Review

Original Pass/Review Status: [redacted]

Adjudicated Pass/Review Status:

Existing Case Notes: [redacted] - Feb 21 2019 4:18PM - pass

CLOSE

Adjudication History

Action Date	Performed By	Adjudicated Status	Note
Thurs, 2/21/2019 4:18PM	[redacted]	Pass	pass
Mon, 2/18/2019 6:22AM	Truescreen, Inc.	Review	Case Completed

- Green dot=Pass
- Notes in "Existing Case Notes"

- Green dot=Pass
- Program staff person listed in "Performed By" column
- Action is time stamped

Truescreen Adjudication Screen



Investigation Information

Name:	[Redacted]	SSN/ID#:	[Redacted]
AKAs:	[Redacted]	Address:	[Redacted]
Phone Number:	[Redacted]	Email:	[Redacted]
DOB:	[Redacted]		
Case Number:	[Redacted]	Billing Code:	[Redacted]
Requester:	[Redacted]	Request Date:	Tues, 03/26/2019
Case Created Date:	[Redacted]		
Status:	[Redacted]	Release On File:	Yes

- Review symbol
- No content in "Existing Case Notes"

Adjudicated Pass/Review

Original Pass/Review Status:	<input checked="" type="checkbox"/>
Adjudicated Pass/Review Status:	<input checked="" type="checkbox"/>
Existing Case Notes:	None

- Review symbol
- Performed By Truescreen, not program staff

Adjudication History

Action Date	Performed By	Adjudicated Status	Note
Fri, 3/29/2019 10:52AM	Truescreen, Inc.	<input checked="" type="checkbox"/> Review	Case Completed

Monitoring Report



The screenshot shows the mytrue.com interface. The 'myTools' menu item is circled in red. Below it, the 'myManagement Reports' section is visible, containing a 'Report Configurator' and a 'mySaved Reports' list. The 'mySaved Reports' list includes 'All Names Provided Report', 'CNCS Monitoring Report' (circled in red), and 'Credit Card Receipt Report'. A red arrow points from the circled 'CNCS Monitoring Report' to the next screenshot.

The screenshot shows the 'CNCS Monitoring Report' configuration page. The 'Requested From Date' and 'Requested To Date' fields are circled in red. The 'Requested From Date' field is empty, and the 'Requested To Date' field is empty. The 'Division (optional)' dropdown menu is set to 'Any'. The 'SUBMIT' and 'CANCEL' buttons are visible at the bottom.

Monitoring Report



Grant Number	State of Grantee Address	EIN	DUNS	CNCS Program	ACSN Direct Subrecipient	ACSN Commission Subrecipient	Vista Grantee	Project Title	Organization name	Staff	AmeriCorps	Volunteer	Individual First Name	Individual Last Name	Case Number	Division Number
CNCS Monitoring Report																
Requested from 03/12/2019 to 04/9/2019																
19SFSGA123	GA	123456789	123456789	Foster Grandparent Grant Recipient	No	No	No	Foster Grandparent Program	Georgia Coalition	N	N	Y	John	Smith	6902888	947-258
19SFSGA123	GA	123456789	123456789	Foster Grandparent Grant Recipient	No	No	No	Foster Grandparent Program	Georgia Coalition	N	N	Y	Jane	Doe	6905709	947-258
19SFSGA123	GA	123456789	123456789	Foster Grandparent Grant Recipient	No	No	No	Foster Grandparent Program	Georgia Coalition	N	N	Y	Jim	Smith-Doe	6905711	947-258

- Case number: Unique number assigned to the individual
- Division number: Unique number assigned to the grantee agreement (organization's number)
- Entered by Grant Recipient during account set up: State of Grantee Address, EIN, DUNS, CNCS program, grantee type (Subrecipient, VISTA, etc.) , project title, organization name
- Entered by Grant Recipient during ordering: Grant number(s)
- Entered by Applicant: Staff, AmeriCorps or Volunteer designation

Monitoring Report

	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
	Anticipated start date	State of Service ordered	State of Residence	NSOPW Ordered?	Vulnerable Populations	Request Date	Date of Application Submittal	Date ID Was checked	Criminal History Delivered Pass/Review	NSOPW Pass/Review	Grantee Adjudication Decision	Adjudication Date	Last Adjudicated By	Pre-Adverse?	Date Pre-Adverse Letter Sent	Adverse?	Date Adverse Letter Sent
4																	
5	3/18/2019 12:00:00 AM	Georgia + NSOPW	Georgia	Y	YES	03/18/2019	03/21/2019		Pass	Pass	Pass	03/26/2019	mbarton	N		N	
6	3/19/2019 12:00:00 AM	Georgia + NSOPW	Georgia	Y	YES	03/19/2019	03/21/2019	3/21/2019	Pass	Pass	Review	03/24/2019	mbarton	N		N	
7	3/20/2019 12:00:00 AM	Georgia + NSOPW	Louisiana	Y	YES	03/19/2019	03/21/2019	3/21/2019	Pass	Pass	Pass	3/24/2019	mbarton	N		N	

- Entered by Grant Recipient during ordering: First and last name, anticipated start date, state of service, state of residence, NSOPW ordered
- Truescreen timestamps: Request Date, Date of Application Submittal, Date ID was checked
- Criminal History Delivered Pass/Review: Truescreen adjudication recommendation for State check(s); blank if no check ordered
- NSOPW Pass/Review: Truescreen adjudication recommendation for NSOPW check; blank if no check ordered
- Grantee Adjudication Decision: Grantee determination, “review” if not adjudicated by grantee
- Adjudication Date: Last date of adjudication (whether that’s Truescreen or grantee)
- Last Adjudicated by: Will list the name of the individual who adjudicated, blank if record was last adjudicated by Truescreen

Fieldprint System Compliance Built In

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Fieldprint will:

- Conduct FBI Fingerprint checks
- Provide adjudication recommendation based on CNCS eligibility criteria
- Document individual's consent to perform checks
- Document individual's understanding that selection to serve/work is based on NSCHC results
- Provide process timestamps

Fieldprint: Grant Recipient Responsibilities

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- Understand who needs to complete NSCHC/Who is in a covered position?
- Provide your Fieldprint account code for the individual to set up an appointment
- Conduct checks on time
 - FBI checks must be initiated no later than the first day of the start of service or work
- Review and document review of the government issued photo identification
- Document that results were considered in selecting the individual
- Maintain documentation
- Develop internal policies and procedures

Fieldprint Fingerprint Cards Public Service Announcement

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- Grant recipient who are more than 35 miles from a Fieldprint Livescan location can receive fingerprint cards.
- Fieldprint paper fingerprint cards are coded to specific individuals (the information is coded to a barcode during the set-up process).
 - Do not duplicate the fingerprint cards.
 - Do not tamper with the barcode on the fingerprint card.
 - Do not use any fingerprint card other than the fingerprint card provided by Fieldprint.
 - Do not fingerprint other individuals on the fingerprint card coded for the specific individual.
 - Only place the fingerprints of the individual for whom the card was provided on the individual's card.

Duplicating, tampering, providing non-Fieldprint fingerprint cards, or submitting fingerprints for the wrong individual will result in Fieldprint shredding the card, and a FBI check will not be conducted.

In these cases, the applicant would need to begin the process again in order to obtain a Fieldprint FBI check.

Fieldprint: Common Issues

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- Grant recipient not documenting adjudication
- Grant recipient not documenting resolution of a “Not Cleared” adjudication recommendation

Fieldprint Adjudication Recommendation

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- Grant recipients will receive a clearance recommendation from Fieldprint
- Grant recipients must document the results were considered when selecting the individual

Fieldprint Adjudication Recommendation



Applicant information is above and cropped out

Order Information

Order Number: [REDACTED]
Program - Division: [REDACTED]
Date Received: 04/23/2019 16:53
Date Completed:
Status: Results Received
Fitness Determination: [REDACTED]

Activity	Activity	Date
	Created Hank Order	04/23/2019 16:53
	Web Appointment # [REDACTED] Scheduled for Apr 24 2019 11:00AM	04/23/2019 16:53
	Prints Transmitted to FBI with TCN: [REDACTED]	04/24/2019 11:06
	FBI returned results	04/24/2019 11:06

Fingerprint Information

Transaction Control Number: 000 [REDACTED]
Reason for Fingerprinting: CNCS SAA
Channeling Agency: FBI-AFIS
Fingerprint Site: Fieldprint Site - Middle Manhattan, NY 3 (PrintScan)
247 West 35th Street (storefront)
New York, NY 10001
Appointment Date: 04/24/2019 11:00 AM
Date Fingerprinted: 04/24/2019 11:01 AM

Services

Adjudication: Research

Documents

Document	View
Privacy Act Notice	
Release	

Adjudication recommendation pending

Adjudication recommendation pending

Fieldprint “Cleared”/”Not Cleared”

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- Fieldprint reviews the specific criminal history information against a set of criteria to generate one of two recommendations: “Cleared” or “Not Cleared”
- Organizations must use the recommendations in combination with other information obtained through the other required NSCHC components to make an informed choice before selecting an individual for work or service

Fieldprint Adjudication Recommendation



Applicant information is above and cropped out

Order Information

Order Number: [REDACTED]
Program - Division: [REDACTED]
Date Received: 09/13/2018 12:36
Date Completed: 09/13/2018 17:03
Status: Results Received
Fitness Determination: **Cleared**

Activity	Activity	Date
	Web Appointment # [REDACTED] Scheduled for Sep 13 2018 2:00PM	09/13/2018 12:36
	Prints Transmitted to FBI with TCN: [REDACTED]	09/13/2018 16:54
	FBI returned results	09/13/2018 16:55
	Adjudication results received	09/13/2018 17:03

Fingerprint Information

Transaction Control Number: [REDACTED]
Reason for Fingerprinting: CNCS SAA
Channeling Agency: FBI-AFIS
Fingerprint Site: Fieldprint Site - Bend, OR (Postal Connections)
2660 NE Highway 20
Forum Shopping Center, Suite 610
Bend, OR 97701
Appointment Date: 09/13/2018 02:00 PM
Date Fingerprinted: 09/13/2018 04:54 PM

Services

Adjudication: Completed

Documents

Document	View
Privacy Act Notice	
Release	

Adjudication recommendation

Document the results were considered when selecting the individual. There are many ways to conduct this documentation.

Click to view consent form

Fieldprint “Not Cleared”



Applicant information is above and cropped out

Order Information

Order Number: [REDACTED]
Program - Division: [REDACTED]
Date Received: 01/02/2019 16:24
Date Completed: 01/04/2019 16:32
Status: Results Received

Fitness Determination: **Not Cleared**

Adjudication recommendation

Activity:	Activity	Date
	Created Hank Order	01/02/2019 16:24
	Web Appointment # [REDACTED] Scheduled for Jan 3 2019 3:30PM [REDACTED]	01/02/2019 16:24
	Prints Transmitted to FBI with TCN: [REDACTED]	01/03/2019 18:45
	FBI returned results	01/03/2019 18:46
	Adjudication results received	01/04/2019 16:32

Fingerprint Information

Transaction Control Number: [REDACTED]
Reason for Fingerprinting: CNCS SAA
Channeling Agency: FBI-AFIS
Fingerprint Site: Fieldprint Site - Medford, OR (Photo Creations Studio)
1600 North Riverside Avenue
Rogue Valley Mall, Lower Level Entrance 3; next to Cookie Connections
Medford, OR 97501
Appointment Date: 01/03/2019 03:30 PM
Date Fingerprinted: 01/03/2019 06:40 PM

Services

Adjudication: Completed

Documents

Document	View
Privacy Act Notice	
Release	

Fieldprint “Not Cleared”



- A “Not Cleared” recommendation could mean:
 - An individual's FBI Criminal History Record Information indicates that he or she has been convicted of murder (18 USC 1111).
 - An individual's FBI Criminal History Record Information indicates he or she is required to be registered as a sex offender.
 - States have varying laws regarding sex offender registration requirements. These laws can requires sex offender registration for individuals who have been convicted of other crimes that may involve a sex offense, or a crime of neglect, cruelty, or endangerment.
 - A "sex offense" is any offense that is, by its nature, sexual. Sexual assault, rape, lewd or lascivious acts, indecent child contact, solicitation, and other related offenses are examples of sexual offenses.
 - “A crime of neglect, cruelty or endangerment” is a crime that involves the willful or unreasonable endangerment or abuse of individuals. Kidnapping, abuse of a child, neglect or abandonment, and exploitation of an elderly person are examples of crimes of neglect, cruelty or endangerment.
 - An individual's FBI Criminal History Record Information contains a charge for either murder or a crime that may involve a sex offense, or a crime of neglect, cruelty, or endangerment without clearly indicating that the individual was not convicted of that charge.

Selecting organizations must provide applicants with a reasonable opportunity to review and challenge the factual accuracy of a result before taking any adverse action on the basis of a “Not Cleared” recommendation (45 CFR 2540.205(d)).

Learn more about a “Not Cleared” recommendation on the Fieldprint CNCS FAQ site:

https://fieldprintcncs.com/SubPage_FullWidth.aspx?ChannelID=414

Fieldprint “Not Cleared” but Eligible

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- Situations when someone eligible to work or serve would receive a "Not Cleared" recommendation:
 - The individual's FBI Criminal History Record Information may contain a factual error.
 - The individual may have been convicted of an offense that relates to a sex offense or a crime of neglect, cruelty or endangerment, but did not actually result in a requirement to register as a sex offender.
 - Fieldprint will make its best effort to return a "Not Cleared" recommendation for a broad array of crimes associated with sex offenses or crimes of neglect, cruelty or endangerment.
 - Individuals may receive a "Not Cleared" recommendation for any crime related to sex offenses or neglect, cruelty or endangerment, even though those offenses do not always result in a requirement to register as a sex offender.
 - The individual's FBI Criminal History Record Information may contain a charge for a potentially disqualifying offense without clearly indicating a conviction or final outcome.

Selecting organizations must provide applicants with a reasonable opportunity to review and challenge the factual accuracy of a result before taking any adverse action on the basis of a “Not Cleared” recommendation (45 CFR 2540.205(d)).

Learn more about a “Not Cleared” recommendation on the Fieldprint CNCS FAQ site:
https://fieldprintcncs.com/SubPage_FullWidth.aspx?ChannelID=414

Challenging a “Not Cleared” Recommendation

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- Individual applicants have the opportunity to challenge a “Not Cleared” recommendation.
- Steps an individual applicant to take to challenge a recommendation can be found here: <http://www.nationalservice.gov/FBIGuidance>
- If an individual receives a “Not Cleared” recommendation and challenges those results, a selecting organization can take the following suggested steps:
 - Allow 45 calendar days for an individual to challenge the factual accuracy of the results.
 - Work with applicants to discuss and document what may have caused them to receive a “Not Cleared” recommendation. The steps they will need to take will vary based on the specific reason they have obtained a “Not Cleared” recommendation.
 - Applicants whose FBI criminal history record information contains erroneous information, including offenses that have been expunged, must demonstrate to your satisfaction that the record is erroneous. Instructions are available on the FBI’s website at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.
 - If you intend to select an individual that has gone through this process, maintain (1) dated copies of the “Not Cleared” recommendation, (2) the evidence you used in making your eligibility determination, and (3) a contemporaneously dated memo to the file documenting your determination of the individual’s eligibility.
- If an individual does not contact you to challenge the results, you may proceed with making your selection on the basis of the “Not Cleared” result and the results of your other screening mechanisms. You should not select someone who has received a “Not Cleared” recommendation for work or service unless they have satisfactorily challenged the results.

Resources



- Truescreen: MyLearning Center on the myHome tab:
 - Ordering Manual, Applicant Manual, Training video (also in the account confirmation email)
- Truescreen Customer Service:
 - Phone: 800-803-9042, dial 0
 - Email: CNCShelp@Truescreen.com
- CNCS Truescreen Account Managers
 - Mike Carnation - Account Manager
 - Phone: (888) 276-8518 ext. 3480, Email: mcarnation@truescreen.com
 - Susan Landgrebe - Senior Account Manager
 - Phone: (888) 276-8518 ext. 224, Email: slandgrebe@truescreen.com
- Fieldprint FAQs: <https://fieldprintcncs.com/>
- Fieldprint Customer Service
 - Phone: 877-614-4364
 - Email: customerservice@fieldprint.com
- CNCS NSCHC Knowledge Network: <https://www.nationalservice.gov/resources/criminal-history-check>
 - NSCHC Using Fieldprint and Truescreen Manual
- CNCS NSCHC Email: CHC@cns.gov