



# New AmeriCorps Program Staff Orientation July 27, 2017



# *Welcome!*

## New AmeriCorps Program Staff Orientation



*We'll get started in just a couple of minutes.*

*Please open the Conversation feature in Skype. Click the icon in the lower left of the screen to open the feature.*

*Please mute your Skype's microphone and turn your speakers up to hear the audio.*



## **BRITNEY TONNING PROGRAM OFFICER**

- ✓ Works with national direct programs and state commissions
- ✓ Returned Peace Corps Volunteer, AmeriCorps State, and VISTA Alum
- ✓ Background in Environmental Education, Volunteer Management, and Program Development

# Technology Check



- ON THE PHONE:

The phone lines are muted; the lines will be opened for Q&A at the end of the presentation.

- ON SKYPE:

We will use the Conversation box on the left side of your screen throughout the presentation. Also, feel free to provide input or ask a question at any time during the presentation. *Please test the Conversation box now with a short greeting to your colleagues.*

- REPLAY:

Today's presentation will be posted on the National Service Knowledge Network: [www.nationalservice.gov/resources](http://www.nationalservice.gov/resources)

# New AmeriCorps Program Staff Series

The New AmeriCorps Program Staff Series is designed to help new CNCS grantees launch successful AmeriCorps programs. The 2017 summer series will include:

- Session 1 – July 13, 2017

Orientation to CNCS; Introduction to AmeriCorps Member Recruitment; Introduction to Criminal History Checks

- Session 2 – July 27, 2017

Recruiting Members with Disabilities; Criminal History Checks, Financial Management Systems

- Session 3 – August 10, 2017

AmeriCorps Member Orientation and Training; Financial Management

- Session 4 – August 24, 2017

AmeriCorps Member and Site Monitoring and Reporting Requirements

# Today's Agenda



- Introductions
- AmeriCorps Member Recruitment
- Introduction to Financial Management
- National Service Criminal History Checks
- Q&A
- Closing Remarks

# Introductions



- Please use the **Conversation box** to answer these questions:
  - *What is your name?*
  - *What is the name of your agency, AmeriCorps program, or state commission?*
    - *Where are you right now?*
  - *What is your favorite thing about summer?*

# Example

- *Britney*
- *CNCS*
- *Washington, DC*
- *Outdoor music concerts with the pup!*

# Your turn!



- Please use the **Conversation box** to answer these questions:
  - *What is your name?*
  - *What is the name of your agency, AmeriCorps program, or state commission?*
    - *Where are you right now?*
  - *What is your favorite thing about summer?*

# Target Audience



- Prime Grantees: Today's session is designed for new staff and national, multi-state, or tribal AmeriCorps programs.
- CNCS Contacts: You'll hear references to your CNCS Program Officer (PO) or Grants Officer (GO) throughout the presentation.
- Subgrantee Applicability: For participants who are subgrantees of state commissions (i.e., state or local programs), the requirements and resources discussed will apply to your work as well.
  - And please note that you may have additional requirements and resources provided by your state commission. Be sure to talk with your commission contact about any questions or needs you have.

# Introduction to Member Recruitment

- Variety of positions, start dates, service terms
- Minimum AmeriCorps eligibility requirements
- Program-specific eligibility requirements
- Standard recruitment steps:
  - Define member position description
  - Identify potential sources of member candidates
  - Create marketing materials
  - Train staff, partners to recruit
  - Promote available positions in all appropriate ways
  - Conduct screening process to select members

# Introduction to Member Recruitment

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  - Train staff, partners to recruit
  - **Promote available positions in all appropriate ways**
  - Conduct screening process to select members

# Pools of AmeriCorps Candidates

- Depending on your program model and member position description, some or all of these may apply:
  - Schools (high schools, colleges, vocational schools)
  - Senior Centers
  - Businesses (retiring employees, family members)
  - Faith-based Organizations
  - Volunteer Centers (traditional volunteers often make outstanding AmeriCorps members)
  - Organizations that serve/work with people with disabilities

# Resources to Help Recruit and Support Members with Disabilities

- The AmeriCorps State and National Disability Knowledge Network:
  - 5 E-courses – most relevant are the “Making Reasonable Accommodations” and Recruitment do’s and don’ts from the “Why people with disabilities benefit your program” webinar
  - 25 Disability Inclusion Tips (and related resources)
  - Forms for reimbursement for accommodation expenses
  - [www.nationalservice.gov/resources/disability-inclusion](http://www.nationalservice.gov/resources/disability-inclusion)

# Resources to Help Recruit and support Members with Disabilities

- Key contacts:

- Job Accommodation Network information (JAN): One-on-one, confidential, free consulting on all things disability & accommodation.
  - Check out JAN's website, [www.askjan.org](http://www.askjan.org), for one pagers on each disability type (“A-Z” catalog)
- Corporation for National and Community Service Disability and Inclusion Advisor Stephanie Enyart: Support and consultation on reasonable accommodation process/disability issues.
  - Contact Stephanie at [disability@cns.gov](mailto:disability@cns.gov)

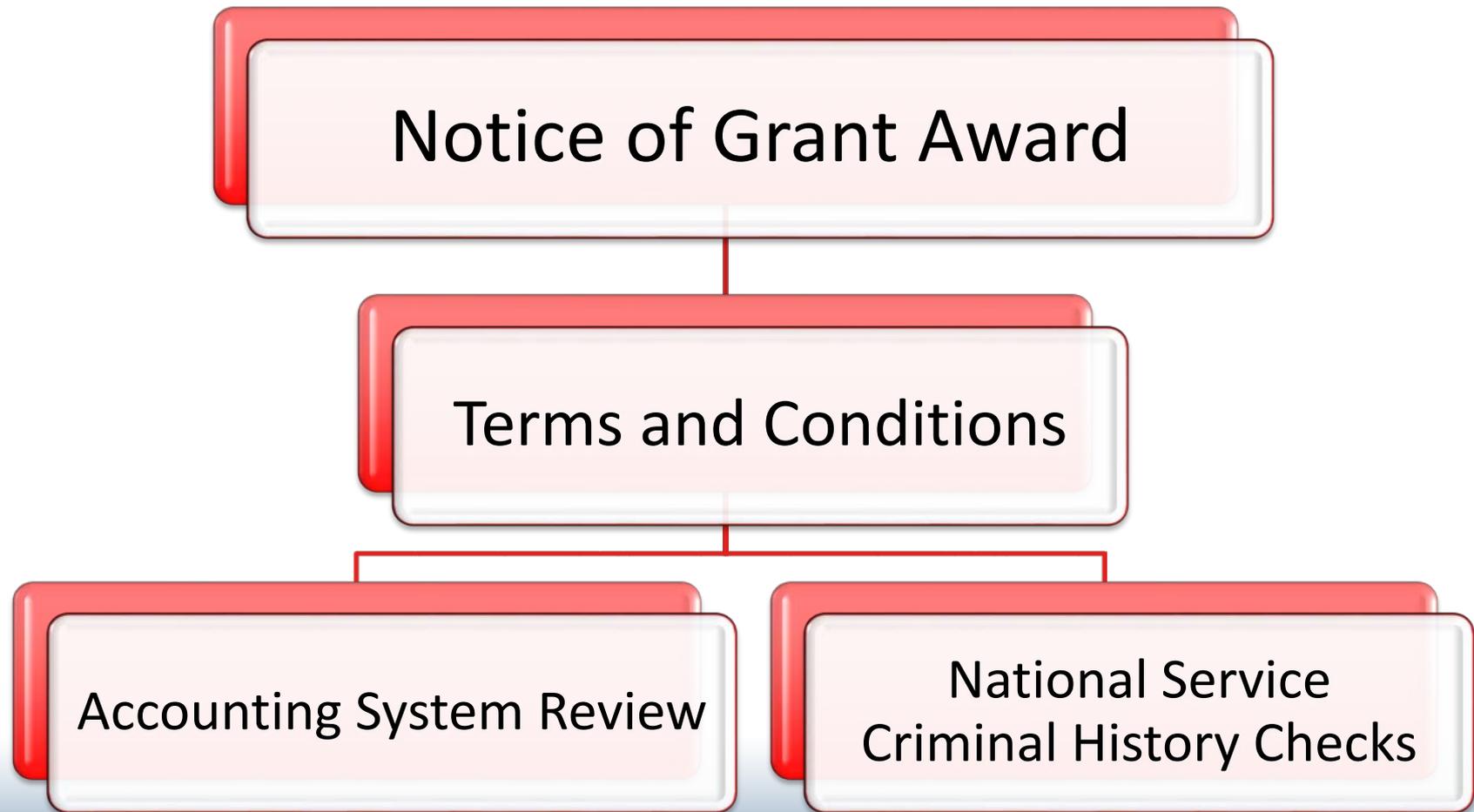
# CNCS - Office of Grants Management

## TRACEY SEABOLT GRANTS MANAGEMENT SPECIALIST



- ◆ Grants Officer for AmeriCorps State and National
- ◆ Joined CNCS staff in 2006
  - ◆ Learn and Serve America
  - ◆ DC Program Office
  - ◆ Office of Grants Management
- ◆ Program and grants management experience in nonprofit and public sectors

# Financial Grants Management



# Notice of Grant Award

## Grantee

## Award Information

Agreement No.:   
 Amendment No.: 0   
 CFDA No.: 94.006

## Award Description

This award funds the approved 2015-16 Amendment of the member enrollment period. Your monitor your regulatory and budgetary match

## Purpose

The purpose of this award is to assist the grantee in implementing the Community Service Act of 1990, as amended

## Funding Information

Year 1	Previously Awarded This Year	This Amendment
Total Obligated by CNCS	\$0	\$272,000
Grantee's Unobligated Balance (Carryover)	\$0	\$0
Total Available	\$0	\$272,000

## Cumulative Funding for Project Period

Total Awarded in Previous Amendments   
 Total CNCS Funds Awarded to Date

Total Obligated by CNCS	\$0	\$272,000	\$272,000
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$272,000	\$272,000

## Cumulative Funding for Project Period

Total Awarded in Previous Amendments \$0   
 Total CNCS Funds Awarded to Date \$272,000

## Funding Source and Amount

2015--OPE1-F11-OPO-23000-4101 \$272,000.00

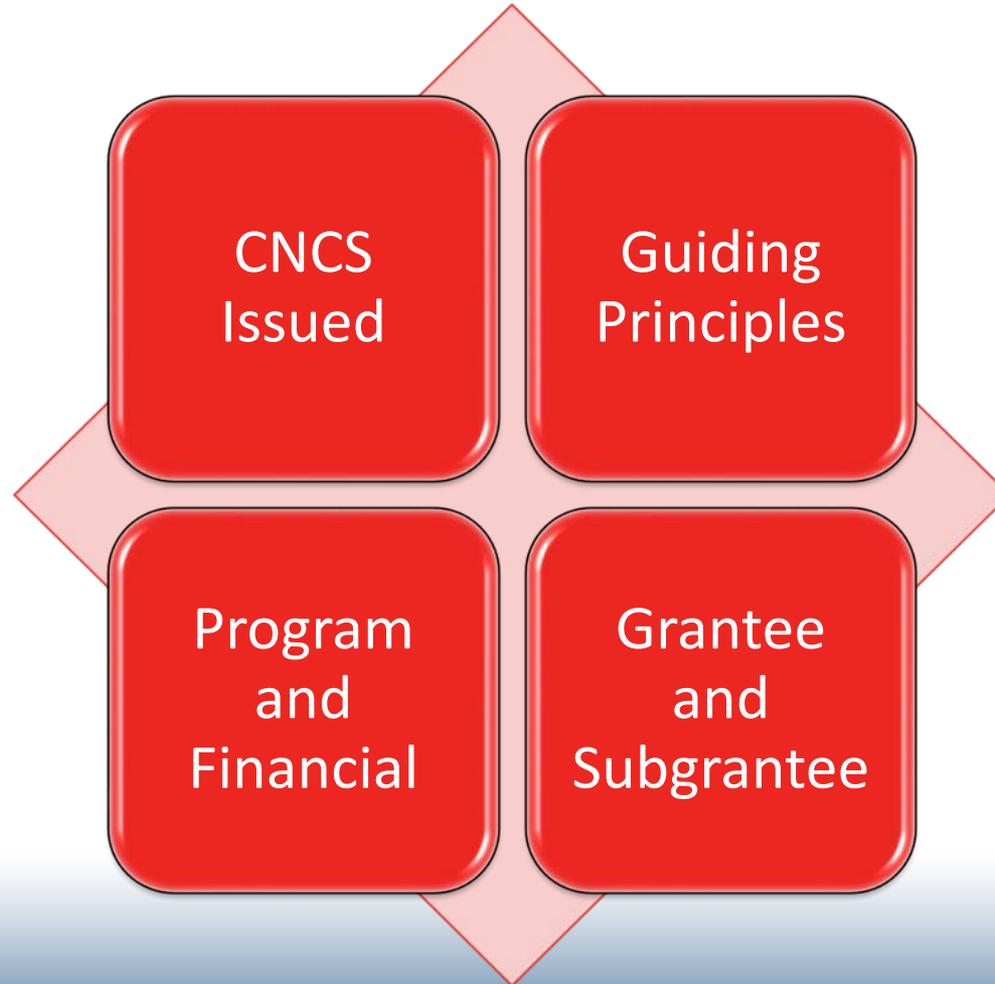
## Special Conditions

The grantee must submit the following items by 08/01/2015 to the CNCS Program Officer for review before members will be allowed to start: sample position descriptions, member service agreement, member timesheet, criminal history check procedures, and host site memo of agreement.

**Terms of Acceptance:** By accepting funds under this grant, recipient agrees to comply with General Terms and Conditions found at <https://egrants.cns.gov/termsandconditions/GeneralTermsAndConditions20150403.pdf>, and the Program Terms and Conditions found at <https://egrants.cns.gov/termsandconditions/Revised2015FinalAmeriCorpsTandC20160509.pdf>. Recipient also agrees to comply with assurances and certifications made in the grant application, and applicable federal statutes, regulations and guidelines. Recipient agrees to administer the grant in accordance with the approved grant application, budgets, supporting documents, and all other representations made in support of the approved grant application.

Full Time (1700 hours)	20	0
1-Year Half Time (900 hours)	0	0
2-Year Half Time (1st Year)	0	0
2-Year Half Time (2nd Year)	0	0
Reduced Half Time (675 hours)	0	0
Quarter Time (450 hours)	0	0
Minimum Time (300 hours)	0	0
Member Service Years (MSY Awards)	20	

# Terms and Conditions



# Accounting System Review

Efficient financial management systems identify:

- ◆ Grant vs. non-grant related expenditures
- ◆ CNCS vs. grantee share
- ◆ Costs by program year
- ◆ Budget categories
- ◆ Direct and indirect costs

All grant-related costs must be supported by  
**clear documentation.**

# National Service Criminal History Checks

**On time.**

**Every time.**

# Financial Management Resources

## ◆ Regulations, Terms and Conditions, FAQs

[www.nationalservice.gov/build-your-capacity/grants/managing-ameri-corps-grants](http://www.nationalservice.gov/build-your-capacity/grants/managing-ameri-corps-grants)

## ◆ Trainings

[www.nationalservice.gov/resources/financial-management](http://www.nationalservice.gov/resources/financial-management)



## CINDY GALYEN PORTFOLIO RISK AND COMPLIANCE SPECIALIST

- ✓ Works with all grantees and most CNCS departments to provide training and technical assistance on National Service Criminal History Checks
- ✓ On CNCS staff since August 2015 (previously with AmeriCorps State and National)
- ✓ VISTA/VISTA Leader Alumna, WA & ND

# Why?



- Safety
- Taxpayer Dollars
- The Law
- Consequences

# Safeguarding & Prevention – Beyond NSCHC Screening

## SCREENING

- NSCHCs are necessary but are only one component of a protection system
- Supplement with additional screening (reference checks, abuse registry searches, etc.)

## GUIDELINES ON INTERACTIONS BETWEEN INDIVIDUALS

- Define Abuse
- Avoid isolated, one-on-one contact
- Code of Conduct
  - Policies regarding interactions at the program site
  - Policies for ensuring safe environments -contact outside of the program – rides after hours, texting, and social media contact
  - Policies on monitoring behaviors

## TRAINING

- Culture of Zero Tolerance
- Train on Prevention as topic generally, and your organization's safeguards specifically
- Train staff and volunteers
- Train vulnerable individuals in abuse prevention strategies

## PLAN FOR REPORTED ABUSE

- *See something, say something*
- Mandatory Reporters
- Relevant contact details for social and human services, police, and telephone hotlines should be available
- Responding to all allegations and complaints of abuse

# Safeguarding & Prevention – Beyond NSCHC Screening

## Preventing Child Abuse:

### National Sex Offender Public Website

<https://www.nsopw.gov/en/Education>

### Centers for Disease Control and Prevention

<https://www.cdc.gov/ViolencePrevention/>

#### [Rape Prevention and Education](#)

[Program](#) encourages the development of comprehensive prevention strategies through a continuum of activities that address all levels of the social ecological model.

[Sexual Violence section](#) provides general and scientific information, risk factors, protective strategies, consequences, applicable reports/studies, and featured resources.

[Darkness to Light \(D2L\)](#) is a nonprofit organization with the mission of reducing the incidence of child sexual abuse through public awareness and education. The D2L programs raise awareness of the prevalence and consequences of child sexual abuse by educating adults about the steps they can take to prevent, recognize, and react responsibly to the reality of child sexual abuse.

## Preventing Elder Abuse:

- **National Center on Elder Abuse:** <https://ncea.acl.gov/>
- **Centers for Disease Control and Prevention**  
<https://www.cdc.gov/features/elderabuse/index.html>

CNCS does not endorse, approve, certify or control external websites.

# Types of Checks



National Sex Offender Public Website (NSOPW)



State Checks



FBI Checks

# Who? – Covered Positions

## INDIVIDUAL IN A COVERED POSITION

An individual in a covered position may be paid wholly from federal share, wholly from matching dollars, or from a mixture of federal and non-federal funds.

The source of the funds has no impact on the status of the position as covered or not covered.

### NO ACCESS

#### (OR EPISODIC ACCESS) TO A VULNERABLE POPULATION

*Episodic access* is access that is **not** a regular, scheduled, and anticipated component of an individual's position.

Components: NSOPW + [State(s) or FBI]



### RECURRING ACCESS

#### TO A VULNERABLE POPULATION

The ability on more than one occasion to approach, observe, or communicate with, an individual, through physical proximity or other means, including but not limited to, electronic or telephonic communication.

Components: NSOPW + State(s) + FBI



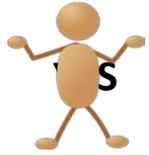
# Service to and Service With



The intent of the rule was to protect the vulnerable populations that were beneficiaries of service.

Access to individuals in covered positions does not establish a need to conduct a “Recurring Access to Vulnerable Populations” check.

# All individuals in a covered position are subject to NSCHC requirements.



Fixed Amount: Any individual performing activities described in the application.



Includes national service participants and grant-funded staff.

FAQ 3.7: The NSCHC only applies to people who receive a national service education award, stipend, living allowance, or salary from CNCS. Community volunteers do not receive this kind of compensation.



Contractors and Indirect Costs: **Not covered.**

FAQ 3.12: NSCHC requirements do not apply to individuals providing services under a contract, as defined under 2C.F.R. § 200.22. If your organization enters into a contract with an entity to provide services, the NSCHC requirements do not apply to the contractor because payments made by your organization to the contractor are not grant-funded living allowances, stipends, or salaries.

# When? Timing of Checks

## NSOPW

These checks must be **completed before** the start of work/service/hours.

## STATE REPOSITORY CHECK(S)

These checks must be **initiated** no later than the start of work/service/hours.

## FBI CHECK

Must be **initiated** no later than the start of work/service/hours.

Start of Service/Work/Hours



## ACCOMPANIMENT

Provide and document each and every day that you give access while checks are pending.

Results Returned

## RESULTS

Maintain results.  
Document that you considered them before selecting the candidate.  
Cease accompaniment.

# Accompaniment



## **What is accompaniment?**

- A person is accompanied when he or she is in the physical presence of a person cleared for access to a vulnerable population.

## **Who can perform accompaniment?**

- Covered position on CNCS Grant: Already cleared NSCHC needed for recurring access
- Not a covered position on CNCS Grant: Clearance for access established by placement site's rules

## **Who is required to be accompanied?**

- Individuals in covered positions with recurring access to vulnerable populations

## **When does it need to occur?**

- Start: Access to vulnerable populations
- Stop: State (both state of residence and service) or FBI checks are returned and cleared

## **How do you document it?**

- Best Practice: Time sheet



**Break in employment/service:** A person is no longer providing service through or receiving salary from a program. Temporary interruption without termination of employment or service is not a break in service.

The break in service period is **120 days**.

There is no break in service if the person comes back for a consecutive term within 120 days.

# How? – Compliance Checklist

## Federal Compliance Requirements

Complete NSOPW check before work begins	✓
Determine how and from where (sources) the checks must be obtained	✓
Verify identity with government photo identification	✓
Pay for the checks	✓
Perform accompaniment while checks are pending	✓
Maintain the results of the checks	✓
Provide opportunity for review of findings	✓
Keep information confidential	✓
Maintain Documentation (see below)	✓

### Documentation: What You Must Create and Retain

- Document that you verified the individual's identity with a government-issued photo ID
- Document and obtain written authorization prior to initiating checks
- Document that the individual understands selection is subject to Check results
- Document accompaniment while checks are pending and the individual has access to vulnerable populations
- Document that you conducted the checks
- Document that you considered the results of the checks
- Maintain the results of the Check components: NSOPW, State(s), FBI

# How? – Vendors



It is the **grantee's** duty to ensure that their vendor complies with NSCHC requirements.

- Which CHC **component** will you use the vendor for?
- Will the vendor use the **correct source**?
- Does the vendor **limit data** to 7 years?
- Does the vendor maintain the **results**?

**BUYER BEWARE**

Vendor products may address all or some of the components of the National Service Criminal History Check. If the vendor's product deviates from the National Service Criminal History Check procedures, the check result will not be compliant. Many vendors also offer more comprehensive searches than CNCS requires. You may use these for additional screenings at your own discretion.



[http://www.nationalservice.gov/resources/criminal-history-check:](http://www.nationalservice.gov/resources/criminal-history-check)  
Look for "Vendor Guidance"

# How? – Alternatives and Exemptions

- Possible to submit Alternative Search Procedures (ASPs) and requests for exemptions
- Pre-Approved ASPs
- Visit CNCS website for more information

## Pre-Approved ASPs as of February 2016 address the following situations:

Organizations that receive clearance letters from partners, in lieu of actual results

Unreadable fingerprints

Prohibited by State law from sharing or maintaining results

Using a vendor for NSOPW results



[http://www.nationalservice.gov/resources/criminal-history-check:](http://www.nationalservice.gov/resources/criminal-history-check)

Look for “ASP and Exemption Guidance”

# Common Compliance Findings

## Time

- Failure to perform the search of individuals on the national sex offender public website BEFORE service begins
- Failure to initiate State/FBI checks on time

## Documentation

- Failure to document their own review of check results and grantee suitability considerations, as necessary
- Failure to document the initiation of State/FBI checks
- Failure to retain results of State/FBI checks

## Understanding

- Failure to assess and hire vendors who can perform fully compliant checks
- Lack of awareness that checks are required for their own staff
- Lack of compliance with accompaniment requirements (staff who work with vulnerable populations and whose checks are pending must be accompanied by a clear individual until the check is complete)
- Inability to update grantee specific NSCHC policies to coincide with the revised CNCS regulations

# Ineligibility vs. Noncompliance

Ineligible to serve/work on CNCS grant	Eligible to serve/work
<ul style="list-style-type: none"><li>• Refuses to undergo check</li><li>• Makes false statement in connection with a criminal history check</li><li>• Convicted Murderer</li><li>• Registered or required to be registered on a sex offender list</li></ul> <p>Report confirmed ineligible individuals to <a href="mailto:CHC@cns.gov">CHC@cns.gov</a> with a cc to your PO and GO.</p>	<ul style="list-style-type: none"><li>• Convicted of crimes others than murder and sex offenses that require registration</li><li>• False statements not related to criminal history checks</li></ul> <p>Eligible and Noncompliant NSCHC:</p> <ul style="list-style-type: none"><li>• Late criminal history check component</li><li>• Missing criminal history check component</li><li>• Criminal history check from no approved source</li><li>• Missing documentation</li><li>• Missing accompaniment documentation</li><li>• Criminal history check not adjudicated</li></ul>



# **National Service Criminal History Check Enforcement Guide**

# National Service Criminal History Check Enforcement Guide

The screenshot shows a web browser window displaying the National Service Criminal History Check Enforcement Guide. The browser's address bar shows the URL: <https://www.nationalservice.gov/CHCEnforcem>. The page header includes the Corporation for National & Community Service logo, navigation links for My AmeriCorps Login, Grants & Funding, FAQs, Contact Us, and Search, and a language selection dropdown. A social media bar contains icons for LinkedIn, Instagram, YouTube, Twitter, Facebook, and Tumblr. The main navigation menu includes Home, Programs, Focus Areas, Special Initiatives, Newsroom, Evidence & Research, Knowledge Networks, and About CNCS. The main content area features the heading "NSCHC Enforcement" and a paragraph stating: "Grantees can find training (presentation PowerPoints and recordings), tools, and templates on the National Service Criminal History Check Enforcement Guide (effective April 1, 2017) [here](#)." Below this is a table of attachments:

Attachment	Size
NEW! National Service Criminal History Check Enforcement Guide for Staff and Grantees (effective April 1, 2017) (PDF)	526.61 KB
Debt Collection Information (updated January 10, 2017) (PDF)	221.51 KB
Payment Options to CNCS (updated June 10, 2016) (PDF)	357.1 KB

Below the table, the document details are listed: "0\_508.PDF: 526.61 KB", "Document Posting Date: Friday, August 12, 2016", and "Document Updated Date: Tuesdav. March 14, 2017 - 6:15pm".

# Language to keep in mind...



- Mitigation: Action of reducing the severity of something
  - Mitigation = Grantee effort
- Monitoring Official: Program Officers and Grants Officers of the Corporation for National and Community Service (CNCS), other grantee staff members responsible for monitoring and enforcing compliance, and any other individuals who monitor and enforce compliance with the NSCHC requirements
- Disallowance: Financial penalty assessed for noncompliance with the NSCHC requirements

# Three instances in which you will interact with the CNCS NSCHC Enforcement Guide:

1. Ineligible to Serve Individual
  - Disallow all costs
  - Report to [CHC@cns.gov](mailto:CHC@cns.gov)
  - Ineligibility Documentation
2. Self-Report NSCHC Noncompliance
  - Self-Report Disallowance Rate!
  - Self-Report Documentation
  - Use Mitigation Matrix
  - Disallowance Documentation
3. Oversight/Monitoring Activity
  - Use Mitigation Matrix
  - Disallowance Documentation

# Guide Section 2: Ineligibility vs Noncompliance

## Identify Ineligible Individuals

### 1. Confirm Ineligibility

### 2. Remove from service

- Must retain service and NSCHC documentation

### 3. Disallow ALL costs

- Includes stipend, salary, fringe benefits, or education award (including match funds)

### 4. Recipient must report to [CHC@cns.gov](mailto:CHC@cns.gov)

- Report must be made by prime, sub-recipients
- Copy CNCS Program Officer and Grant Officer
- Subject: Ineligible Individual Notification
- **Specific Documentation Requirements (Section 6)**

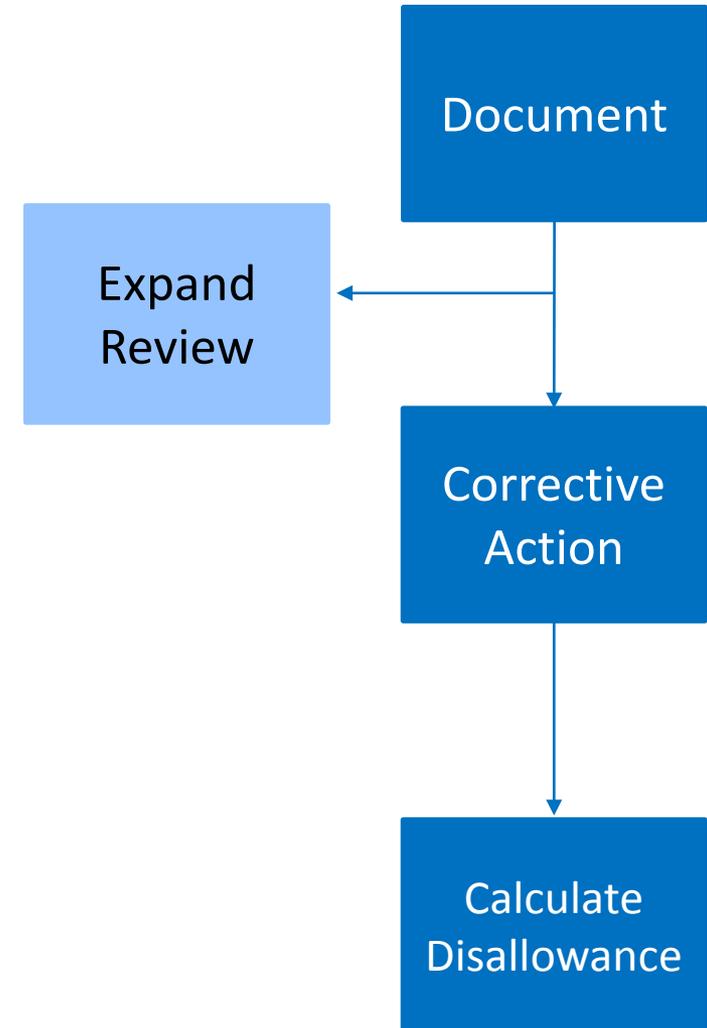
# Guide Section 5: Self Reporting

**Recipient** reports own noncompliance before it receives written notice of a future oversight or monitoring activity

- Self-reporting is intended to incentivize identification of the noncompliance by the recipient
- A prime recipient reporting to CNCS that it discovered noncompliance at its subrecipients is not considered self-reporting.

Immediately document that the recipient has self-reported noncompliance:

- Date of notification
- Date the recipient discovered their noncompliance
- Nature of the noncompliance
- Scope of the noncompliance, to the extent it's known
- How the recipient identified the noncompliance
- What corrective actions the recipient took, if any



# Guide Section 6: Disallowance Documentation

- 1. See page 9 in the Enforcement Guide for more details.**
2. For each individual file with NSCHC noncompliance, monitoring officials must:
  - a) contemporaneously document a written assessment of the deficiency,
  - b) assign and document the appropriate mitigation ratings, and
  - c) assess an associated disallowance amount.

A documented written assessment of the deficiency must include:

- date of notification of monitoring, date of monitoring or date of self-review, whichever is earlier,
- the name of the individual,
- start date of work/service on the grant,
- level of access to vulnerable populations,
- when checks (NSOPW, State of residence, State of service, FBI) were initiated,
- what other checks/conditions were present and relied on in determining the assigned mitigation rating (e.g., vendor checks),
- when results were adjudicated,
- whether accompaniment was performed,
- when accompaniment ceased, and
- which checks were missing, incomplete, or late.

3. Payment Request process: CNCS will issue Debt Notification letter.

# Guide Section 4: Calculating Disallowance

Disallowance is based on:

- Self reported vs. discovered during official monitoring visit
- Individuals
- Mitigation rating
  - High
  - Moderate
  - Low
- Access to vulnerable populations

NSCHC MITIGATION MATRIX										
Disallowance for each individual for whom...		<table border="1"> <tr> <th>Self-Reporting</th> <th>Standard Disallowance</th> </tr> <tr> <td>\$250</td> <td>\$500</td> </tr> <tr> <td>\$500</td> <td>\$1000</td> </tr> <tr> <td>\$750</td> <td>\$1500</td> </tr> </table>	Self-Reporting	Standard Disallowance	\$250	\$500	\$500	\$1000	\$750	\$1500
Self-Reporting	Standard Disallowance									
\$250	\$500									
\$500	\$1000									
\$750	\$1500									
High Mitigation is present		\$250								
Moderate Mitigation is present		\$500								
Low Mitigation is present		\$750								
MITIGATION RATING	NO ACCESS OR EPISODIC ACCESS TO VULNERABLE POPULATIONS	RECURRING ACCESS TO VULNERABLE POPULATIONS								
High Mitigation	Program adjudicated a <b>sex offender check</b> before the individual began work or started service on the grant AND at least one of the following is <b>present, even if late</b> : <ul style="list-style-type: none"> <li>Initiated a <b>vendor check</b> that included a nationwide search of state criminal history information; OR</li> <li>Initiated the State of Service or State of Residence check through CNCS designated sources; OR</li> <li>Initiated a fingerprint-based FBI check.</li> </ul>	Program met the requirements of 1, 2, and 3: <ol style="list-style-type: none"> <li>Performed <b>accompaniment</b> (if required); AND</li> <li>Adjudicated a sex offender check <i>before</i> the individual began work or started service on the grant; AND</li> <li><b>Initiated one of the following on time</b>:                             <ul style="list-style-type: none"> <li>A vendor check that included a nationwide search of state criminal history information; OR</li> <li>A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>A fingerprint-based FBI check.</li> </ul> </li> </ol>								
Moderate Mitigation	Program adjudicated a sex offender check AND at least one of the following is <b>present, even if both are late</b> : <ul style="list-style-type: none"> <li>Initiated a vendor check that included a nationwide search of state criminal history information; OR</li> <li>Initiated the State of Service or State of Residence check through CNCS designated sources; OR</li> <li>Initiated a fingerprint-based FBI check.</li> </ul>	Program met the requirements of 1 or 2: <ol style="list-style-type: none"> <li>Performed accompaniment (if required) AND <b>initiated one of the following on time</b>:                             <ul style="list-style-type: none"> <li>A vendor check that included a <b>nationwide</b> search of state criminal history information; OR</li> <li>A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>A fingerprint-based FBI check.</li> </ul> </li> <li>Adjudicated a sex offender check before the individual began work or started service on the grant AND at least one of the following is <b>present, even if late</b>:                             <ul style="list-style-type: none"> <li>A vendor check that included a <b>nationwide</b> search of state criminal history information; OR</li> <li>A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>A fingerprint-based FBI check.</li> </ul> </li> </ol>								
Low Mitigation	Any other combination of factors that does not meet the requirements for Moderate Mitigation or High Mitigation.									

This Matrix does not preclude CNCS from implementing other remedies for noncompliance or taking other measures as authorized by law. CNCS may update this Matrix at any time. The disallowance amount is a remedy for noncompliance per 2 C.F.R. § 200.338.

Mitigation: Action of reducing the severity of something

# Guide Section 4: Calculating Disallowance No Access to Vulnerable Populations

TIME is the difference here between High and Moderate

- Adjudicated and On-time Sex offender check
- Initiated:
  - State check
  - OR
  - FBI check
  - OR
  - Vendor check

- Adjudicated Sex offender check
- Initiated late:
  - State check
  - OR
  - FBI check
  - OR
  - Vendor check

NSCHC MITIGATION MATRIX		
Disallowance for each individual for whom...	Self-Reporting	Standard Disallowance
	↓	↓
High Mitigation is present	\$250	\$500
Moderate Mitigation is present	\$500	\$1000
Low Mitigation is present	\$750	\$1500
MITIGATION RATING	NO ACCESS OR EPISODIC ACCESS TO VULNERABLE POPULATIONS	RECURRING ACCESS TO VULNERABLE POPULATIONS
High Mitigation	Program adjudicated a sex offender check before the individual began work or started service on the grant AND at least one of the following is <b>present, even if late</b> : <ul style="list-style-type: none"> <li>Initiated a vendor check that included a nationwide search of state criminal history information; OR</li> <li>Initiated the State of Service or State of Residence check through CNCS designated sources; OR</li> <li>Initiated a fingerprint-based FBI check.</li> </ul>	Program met the requirements of 1, 2, and 3: <ol style="list-style-type: none"> <li>Performed accompaniment (if required); AND</li> <li>Adjudicated a sex offender check <i>before</i> the individual began work or started service on the grant; AND</li> <li>Initiated one of the following <b>on time</b>:                             <ul style="list-style-type: none"> <li>A vendor check that included a nationwide search of state criminal history information; OR</li> <li>A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>A fingerprint-based FBI check.</li> </ul> </li> </ol>
Moderate Mitigation	Program adjudicated a sex offender check AND at least one of the following is <b>present, even if both are late</b> : <ul style="list-style-type: none"> <li>Initiated a vendor check that included a nationwide search of state criminal history information; OR</li> <li>Initiated the State of Service or State of Residence check through CNCS designated sources; OR</li> <li>Initiated a fingerprint-based FBI check.</li> </ul>	Program met the requirements of 1 or 2: <ol style="list-style-type: none"> <li>Performed accompaniment (if required) AND <b>initiated one of the following on time</b>:                             <ul style="list-style-type: none"> <li>A vendor check that included a nationwide search of state criminal history information; OR</li> <li>A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>A fingerprint-based FBI check.</li> </ul> </li> <li>Adjudicated a sex offender check before the individual began work or started service on the grant AND at least one of the following is <b>present, even if late</b>:                             <ul style="list-style-type: none"> <li>A vendor check that included a nationwide search of state criminal history information; OR</li> <li>A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>A fingerprint-based FBI check.</li> </ul> </li> </ol>
Low Mitigation	Any other combination of factors that does not meet the requirements for Moderate Mitigation or High Mitigation.	
<small>This Matrix does not preclude CNCS from implementing other remedies for noncompliance or taking other measures as authorized by law. CNCS may update this Matrix at any time. The disallowance amount is a remedy for noncompliance per 2 C.F.R. § 200.338.</small>		

# Guide Section 4: Calculating Disallowance Access to Vulnerable Populations

Difference between High and Moderate is sex offender check and accompaniment

NSCHC MITIGATION MATRIX		
Disallowance for each individual for whom...	Self-Reporting	Standard Disallowance
	↓	↓
High Mitigation is present	\$250	\$500
Moderate Mitigation is present	\$500	\$1000
Low Mitigation is present	\$750	\$1500
MITIGATION RATING	NO ACCESS OR EPISODIC ACCESS TO VULNERABLE POPULATIONS	RECURRING ACCESS TO VULNERABLE POPULATIONS
High Mitigation	Program adjudicated a sex offender check before the individual began work or started service on the grant AND at least one of the following is present, even if late: <ul style="list-style-type: none"> <li>Initiated a vendor check that included a nationwide search of state criminal history information; OR</li> <li>Initiated the State of Service or State of Residence check through CNCS designated sources; OR</li> <li>Initiated a fingerprint-based FBI check.</li> </ul>	Program met the requirements of 1, 2, and 3: <ol style="list-style-type: none"> <li>Performed accompaniment (if required); AND</li> <li>Adjudicated a sex offender check before the individual began work or started service on the grant; AND</li> <li>Initiated one of the following on time:               <ul style="list-style-type: none"> <li>A vendor check that included a nationwide search of state criminal history information; OR</li> <li>A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>A fingerprint-based FBI check.</li> </ul> </li> </ol>
	Program adjudicated a sex offender check AND at least one of the following is present, even if both are late: <ul style="list-style-type: none"> <li>Initiated a vendor check that included a nationwide search of state criminal history information; OR</li> <li>Initiated the State of Service or State of Residence check through CNCS designated sources; OR</li> <li>Initiated a fingerprint-based FBI check.</li> </ul>	Program met the requirements of 1 or 2: <ol style="list-style-type: none"> <li>Performed accompaniment (if required) AND initiated one of the following on time:               <ul style="list-style-type: none"> <li>A vendor check that included a nationwide search of state criminal history information; OR</li> <li>A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>A fingerprint-based FBI check.</li> </ul> </li> <li>Adjudicated a sex offender check before the individual began work or started service on the grant AND at least one of the following is present, even if late:               <ul style="list-style-type: none"> <li>A vendor check that included a nationwide search of state criminal history information; OR</li> <li>A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>A fingerprint-based FBI check.</li> </ul> </li> </ol>
Moderate Mitigation	Program adjudicated a sex offender check before the individual began work or started service on the grant AND at least one of the following is present, even if late: <ul style="list-style-type: none"> <li>Initiated a vendor check that included a nationwide search of state criminal history information; OR</li> <li>Initiated the State of Service or State of Residence check through CNCS designated sources; OR</li> <li>Initiated a fingerprint-based FBI check.</li> </ul>	Program met the requirements of 1 or 2: <ol style="list-style-type: none"> <li>Performed accompaniment (if required) AND initiated one of the following on time:               <ul style="list-style-type: none"> <li>A vendor check that included a nationwide search of state criminal history information; OR</li> <li>A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>A fingerprint-based FBI check.</li> </ul> </li> <li>Adjudicated a sex offender check before the individual began work or started service on the grant AND at least one of the following is present, even if late:               <ul style="list-style-type: none"> <li>A vendor check that included a nationwide search of state criminal history information; OR</li> <li>A State of Service or State of Residence check through CNCS designated sources; OR</li> <li>A fingerprint-based FBI check.</li> </ul> </li> </ol>
Low Mitigation	Any other combination of factors that does not meet the requirements for Moderate Mitigation or High Mitigation.	

- Accompaniment performed
- Adjudicated and on time sex offender check
- Initiated on time:
  - State check
  - OR
  - FBI check
  - OR
  - Vendor Check

### 2 OPTIONS:

1. Accompaniment performed and one of the following initiated on time:
  - Vendor state check
  - OR
  - State check
  - OR
  - FBI check
2. On time sex offender check and completed even if late
  - Vendor state check
  - OR
  - State check
  - OR
  - FBI check

This Matrix does not preclude CNCS from implementing other remedies for noncompliance or taking other measures as authorized by law. CNCS may update this Matrix at any time. The disallowance amount is a remedy for noncompliance per 2 C.F.R. § 200.338.

# Example 1



Self Reported
Access to vulnerable populations
NSOPW late but cleared
State Check Initiated on time and cleared 2 weeks after start of service/work
FBI Check initiated on time and adjudicated 2 weeks after start of service/work
No documented accompaniment

Self Reported Rate!
3 checks needed + documented accompaniment
NSOPW is noncompliant. Late "sex offender check"
Compliant!
Compliant! Late "sex offender check" (adjudicated after start of service/work)
Noncompliant Accompaniment is not Standard Process

Low Mitigation Rating

=

\$750 Disallowance\*

\*Standard Disallowance=\$1,500

- No mitigated accompaniment
- No sex offender check adjudicated before start of service/work

Remember:

- Corrective Action!
- 2 or more cases -> expand scope

# Example 2



Self-Reported
No access to vulnerable populations
NSOPW on time and cleared
FBI check initiated on first day of service/work, results 2 days later = grand theft auto arrest, possession conviction, murder conviction

Ineligible

**Disallow all costs!**

- Report to [CHC@cns.gov](mailto:CHC@cns.gov)
- CC' PO and GO
- Provide Ineligible Documentation

**Recipients may establish additional screening procedures and criteria.**

# Enforcement Guide Training

## Where can I find more information & training on the NSCHC Enforcement Guide?

*The NSCHC Enforcement Guide is located here:*

<https://www.nationalservice.gov/CHCEnforcement>

*Previous Guide training for AmeriCorps State and National grantees:*

<https://www.nationalservice.gov/CHCTrainings>

*(scroll to the middle of the page and look under*

*“NSCHC Enforcement Guide Training for CNCS Recipients”)*

# NSCHC Resources

## 1. CNCS Knowledge Network

- Annually required E-course for CNCS staff and grantees
- FAQs
- State by State Guide and repository list
- FBI and Fieldprint guidance
- Enforcement Guide
- Enforcement Guide Tools and Templates
- Vendor Guidance
- Checklists

## 2. CNCS Program Officer



<https://www.nationalservice.gov/resources/criminal-history-check>

# Today's Key Points



- Include individuals with disabilities in your member recruitment plan
- Get to know your Notice of Grant Award and Grant Terms and Conditions very, very well
- Complete the required NSCHC E-course
- Get to know the National Service Criminal History Check Enforcement Guide
- Use NSCHC resources to set up and complete all required member screening steps

# Today's Resources



- Recruiting individuals with disabilities:
  - [www.nationalservice.gov/resources/disability-inclusion](http://www.nationalservice.gov/resources/disability-inclusion)
- Financial management:
  - [www.nationalservice.gov/resources/financial-management](http://www.nationalservice.gov/resources/financial-management)
- National Service Criminal History Checks:
  - [www.nationalservice.gov/resources/criminal-history-check](http://www.nationalservice.gov/resources/criminal-history-check)

# Q&A



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*What questions  
do you have?*

# Wrap Up



- New AmeriCorps Program Staff Trainings:
  - [www.nationalservice.gov/resources/ Americorps/2017-new-ameri-corps-program-staff-series](http://www.nationalservice.gov/resources/ Americorps/2017-new-ameri-corps-program-staff-series)
- Next Session:
  - AmeriCorps Member Orientation and Training; More on Financial Management
  - August 10, 3:00 – 4:30 pm Eastern

# Thank You!

