New AmeriCorps Program Staff Orientation
Recorded on July 13, 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.
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)
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
- CNCS Overview
- AmeriCorps Program Development
- National Service Criminal History Checks 101
- Grantee Resources
- Q&A
- Closing Remarks
BARBARA ELLEN REYNOLDS
TRAINING SPECIALIST

✓ Works with AmeriCorps national and tribal programs and state commissions

✓ On CNCS staff since 2013

✓ Former commission director and AmeriCorps State program director
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 strategy for surviving the summer heat?
Example

- *Barbara*
- *CNCS*
- *Washington, DC*
- *Head north to survive the heat!*
Introductions

• Your turn!

  • 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 strategy for surviving the summer heat?
TOVA PERTMAN
PROGRAM OFFICER

✓ Works with AmeriCorps national programs and state commissions

✓ On CNCS staff since 2012

✓ Former manager in the international development field and returned Peace Corps volunteer (Moldova!)
Orientation to the AmeriWorld

- CNCS overview
- How are AmeriCorps program grants made?
- Cycle of program development
- Member Recruitment and Selection
- My AmeriCorps Portal
CNCS Overview

CNCS Mission:

to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

www.nationalservice.gov
All prime grantees have three key points of contact at CNCS:

- Program Officer (PO)
- Grants Officer (GO)
- National Service Trust Officer
AmeriLingo

Program

CNCS

member

GARP

AmeriCorps

National

State

NOFO

Corporation

Training

Amricorps

Prime Support

TCycle

Territory

Service

GO Direct

Tribal

Grantee

NOTICE

Notice

Grantee

Commission
How are program grants made?

- NOFO and Application
- GARP
How are program grants made?

1. NOFO and Application
2. GARP
3. Notice of Grant Award

Diagram showing the process of obtaining program grants.
How are program grants made?

1. NOFO and Application
2. GARP
3. Notice of Grant Award
4. Program Launch
AmeriCorps = People
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
Member Screening

- Program-specific screening requirements may include:
  - Phone/Online/In-person Interview(s)
  - Reference Checks
  - Skills Tests
  - Simulations
  - Medical Checks

- Minimum AmeriCorps screening requirements:
  - National Service Criminal History Checks (NSCHC)
  - Application Review, Acceptance, Enrollment in My AmeriCorps Member Portal
Individual Access Point

https://my.americorps.gov/mp/login.do
Member Assignment Listings

- Minimum requirements:
  - Summary
  - Duties and Service Description
  - Benefits and Schedule
  - Start/End Dates
  - Accepting Applications Start/End Dates
  - Age Requirement
Resources for Recruitment

My AmeriCorps
AmeriCorps State Programs
Member Recruitment

Presentation developed for the Corporation for National and Community Service by the eGrants
JBS International, Aguirre Division (2009); 1-888-333-8272
Instructions for Creating Service Opportunities

Click **Recruitment Workbasket** on the left navigational panel.
Resources for Posting Member Assignments

Member Assignment Listings

This page contains instructions for entering AmeriCorps Member Service Assignment Listings in the My AmeriCorps Member Portal in eGrants. The documents were created by staff of the AmeriCorps State and National unit at the Corporation for National and Community Service. The documents include step-by-step instructions to include the minimum posting requirements for AmeriCorps program staff to follow, a checklist to help program staff create and maintain strong and accurate member assignment listings, and a list of common mistakes identified by CNCS staff.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Requirements for Member Assignment Listings</td>
<td>514.14 KB</td>
</tr>
<tr>
<td>Member Assignment Listing Submission Checklist</td>
<td>428.03 KB</td>
</tr>
<tr>
<td>Common Mistakes: What to Avoid When Posting Member Assignment Listings</td>
<td>831.86 KB</td>
</tr>
</tbody>
</table>

Find Resources

Keywords

Search

Visit the Knowledge Network on Facebook

Feedback or to Report a Missing Page

Please email ServiceResources@cnns.gov
Welcome to the AmeriWorld!
CNCS Structure and Grantee Contacts
How AmeriCorps Program Grants Are Made
Cycle of AmeriCorps Program Development
AmeriCorps = People
Member Recruitment and Screening
The My AmeriCorps Member Portal
Next: Spotlight on NSCHC

- Member screening requirement:
  - National Service Criminal History Checks (NSCHC)
LIZ JUNG
FINANCIAL AND MANAGEMENT ANALYST

✓ On CNCS staff since 2013

✓ Former AmeriCorps VISTA Recruitment Specialist and New Jersey State Office Program Officer

✓ VISTA Alum with the Billings, Montana Metro VISTA Project

✓ Master’s degree in public policy from the University of Chicago
National Service Criminal History Checks

- Why are these requirements important?
- What are they?
- Next Steps > Required eCourse
- Q&A
Why?

• Safety
• Taxpayer Dollars
• The Law
• Consequences
Safeguarding & Prevention – Beyond NSCHC Screening

NSCHC is a baseline screening procedure—both in terms of screening criteria and safeguarding. Those working with vulnerable populations should institute a holistic framework for safeguarding beneficiaries of service. Safeguarding is broader than screening as it also includes additional actions you can take to ensure the health and safety of beneficiaries.

Safeguarding includes procedures that provide clear steps on what to do to mitigate the risk to beneficiaries, assigns roles and responsibilities, documents policies and procedures and complies with the process for investigating complaints.

There are six components to protection systems:
1. Screening and selecting employees and volunteers
2. Guidelines on interactions between individuals
3. Monitoring behavior
4. Ensuring safe environments
5. Responding to inappropriate behavior, breaches in policy, and allegations and suspicions of child or elder abuse
6. Training about child and elder abuse prevention.

Forms of abuse:
- Physical
- Sexual
- Psychological
- Financial or material
- By neglect
- By discrimination
Statutory Requirement: NSCHC Compliance

What?
• Up to 3 different checks 45 CFR §2540.200-207
• From CNCS approved sources 45 CFR §2540.200-207

When?
• Timing is critical! 45 CFR §2540.200-207

Document!
• Start of service/work 45 CFR §2540.200-207
• Initiation and Adjudication 45 CFR §2540.200-207
• Maintain documentation 45 CFR §2540.200-207

The National and Community Service Act of 1990 as amended by the Serve America Act
2016 GENERAL GRANT AND COOPERATIVE AGREEMENT
TERMS AND CONDITIONS
Effective December 1, 2015

These Corporation for National & Community Service (CNCS) General Grant and Cooperative Agreement Terms and Conditions (General Terms and Conditions) are binding on the recipient. By accepting funds under this award, the recipient agrees to comply with, and include in all awards and subawards, these General Terms and Conditions, the program-specific terms and conditions, all applicable Federal statutes, regulations and guidelines, and any amendments thereto. The recipient agrees to operate the funded program in accordance with the approved application and budget, supporting documents, and other representations made in support of the approved application. The term recipient is used to connote either recipient or subrecipient, as appropriate, throughout these General Terms and Conditions.

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16III. ATTACHMENT ........................................................................188
Anyone who refuses to undergo the Check is ineligible.

Anyone who makes a false statement in connection with a program’s inquiry concerning their individual’s criminal history is ineligible.

Anyone listed, or required to be listed, on a sex offender registry is ineligible. (November 23, 2007)

Anyone convicted of murder as defined and described in 18 U.S.C. § 1111 is ineligible. (October 1, 2009)

*Although murder became an ineligibility offense in 2009, no one with this conviction can work present day even if they were hired prior to the effective date of the statute.

Report confirmed ineligible individuals to CHC@cns.gov with a cc to your PO and GO.
# Ineligibility vs. Noncompliance

<table>
<thead>
<tr>
<th>Ineligible to serve/work on CNCS grant</th>
<th>Eligible to serve/work</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Refuses to undergo check</td>
<td>• Convicted of crimes others than murder and sex offenses that require registration</td>
</tr>
<tr>
<td>• Makes false statement in connection with a criminal history check</td>
<td>• False statements not related to criminal history checks</td>
</tr>
<tr>
<td>• Convicted Murderer</td>
<td></td>
</tr>
<tr>
<td>• Registered or required to be registered on a sex offender list</td>
<td></td>
</tr>
</tbody>
</table>

Report confirmed ineligible individuals to CHC@cns.gov with a cc to your PO and GO.
### Screening Criteria: What’s right for you?

<table>
<thead>
<tr>
<th>CNCS Statutory Minimums</th>
<th>Office of Juvenile Justice Delinquency and Prevention Guidelines</th>
<th>NCMEC Child Safety Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refusing to undergo the process</td>
<td>Crimes involving children or dependent adults</td>
<td>All felony convictions</td>
</tr>
<tr>
<td>False statements</td>
<td>Crimes of violence within 10 years*</td>
<td>Lesser crimes of force</td>
</tr>
<tr>
<td>Murder</td>
<td>All other crimes discretionary based on position, circumstances, recency and other factors</td>
<td>Lesser crimes of a sexual nature</td>
</tr>
<tr>
<td>Sex offenses requiring registration</td>
<td></td>
<td>Controlled substances</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cruelty to animals</td>
</tr>
</tbody>
</table>

Any screening procedures must be consistent with state and federal civil rights laws.

* If utilized by a CNCS grantee, murder would render an individual ineligible regardless of the offenses’ age, due to the statutory requirements of 45 USC 12645g.
What checks are required?

- National Sex Offender Public Website (NSOPW)
- State Checks
- FBI Checks
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.

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

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

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
Vulnerable Populations

 Individuals 60 and over

 Individuals with disabilities

 Children 17 and under
Is this a covered position?  
(Individual receiving an education award or a living allowance, stipend, or salary from a CNCS-funded grant, including CNCS share and match)

Yes

Recurring access to vulnerable populations?*

No

>No NSCHC required!

Yes

Completed before start of work/service/hours

Initiated no later than start of work/service/hours

*Date on grant may impact NSCHC; applies to start date on or after 4/2/11. More info here: https://www.nationalservice.gov/CHCEffectiveDates
Which checks? - No/Episodic Access

- NSOPW
- State Checks
- FBI Checks

OR
Which checks? - Recurring Access

- NSOPW
- State Checks
- FBI Checks
National Sex Offender Public Website (NSOPW)

Check

- Nationwide search from the U.S. D.O.J.
- Name-based check of public information.
- Must clear all “hits” on a name.
- Must obtain all states, territories, and tribes.
National Sex Offender Search

Results

0 records from a national search including all states, territories and Indian Country for First Name like elizabeth. Last Name like jung. To view a list of the jurisdictions included in this search, click here.

Search performed 3/30/2017 12:36 PM EDT
### National Sex Offender Search

#### Results

578 records from a national search including all states, territories and Indian Country for First Name like John, Last Name like Doe. To view a list of the jurisdictions included in this search, click here.

Search performed 3/2/2016 10:54 AM EST

California: The jurisdiction’s service is temporarily unavailable. Please try again later.

<table>
<thead>
<tr>
<th>OFFENDER</th>
<th>AGE</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABRAN, JAIME</td>
<td></td>
<td>INS CUSTODY INCARCERATED, FL 00000 UNKNOWN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Residential</td>
</tr>
<tr>
<td>ACROM, CLARK W.</td>
<td></td>
<td>102 NEW BELL ROAD APT A4 Columbus, MS 39705</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LOWNDES Residential</td>
</tr>
</tbody>
</table>

Incarcerated
E.J. 3/2/16

Sex
E.J. 3/2/16
State Checks

- Checks from official CNCS-designated sources (and **only** designated sources)

- **BOTH** State of Service and State of Residence required


- CNCS State by State Guide
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**.

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

**RESULTS**
Maintain results. Document that you considered them before selecting the candidate. Cease accompaniment.
When? - Initiation

CNCS: One documented step beyond permission

YOU: Define in your policies and procedures
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**
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
## Federal Compliance Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>✔️</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete NSOPW check before work begins</td>
<td>✔️</td>
</tr>
<tr>
<td>Determine how and from where (sources) the checks must be obtained</td>
<td>✔️</td>
</tr>
<tr>
<td>Verify identity with government photo identification</td>
<td>✔️</td>
</tr>
<tr>
<td>Pay for the checks</td>
<td>✔️</td>
</tr>
<tr>
<td>Perform accompaniment while checks are pending</td>
<td>✔️</td>
</tr>
<tr>
<td>Maintain the results of the checks</td>
<td>✔️</td>
</tr>
<tr>
<td>Provide opportunity for review of findings</td>
<td>✔️</td>
</tr>
<tr>
<td>Keep information confidential</td>
<td>✔️</td>
</tr>
<tr>
<td>Maintain Documentation (see below)</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### 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
National Service Criminal History Check (NSCHC) Documentation Checklist

1. Name of individual receiving checks: [Click here to enter text.]
2. Position: [Click here to enter text.]
3. Recurring access to vulnerable populations? [Yes] [No]
4. Start Date: [Click here to enter a date.]

5. Verification of identity
   - Photocopy/scan of government-issued ID (driver’s license or passport) attached
     [Click here to enter text.]
   - ID type: [Click here to enter text.]
   - ID number: [Click here to enter text.]
   - Expiration: [Click here to enter a date.]

6. Written Consent
   - Scanned or attached consent form including a signed statement from candidate agreeing to undergo checks and confirming that the candidate understands selection is contingent upon outcome of the checks.

7. National Sex Offender Public Website (www.nsopw.gov)
   - Date Completed: [Click here to enter a date.]
   - Screen shots or print out of results from National Sex Offender Public Website (NSOPW) that clear your candidate.
   - If the NSOPW search returns any hits, include documentation that shows that your candidate is not one of those listed.
   - If any registries were not reporting results for your search, documentation that you either searched the nonreporting registry only or conducted a second NSOPW search when the registry was present.

8. Records Check
   (a) State
      - State: [Click here to enter text.]
      - Source: [Click here to enter text.]
      - Date Initiated: [Click here to enter a date.]
      - Date Completed: [Click here to enter a date.]
      - State of Residence: [Click here to enter text.]
      - Source: [Click here to enter text.]
      - Date Initiated: [Click here to enter a date.]
      - Date Completed: [Click here to enter a date.]
      - [Click here to enter text.]
      - [Click here to enter text.]

   (b) FBI Checks
      - Date Initiated: [Click here to enter a date.]
      - Date Completed: [Click here to enter a date.]
Recommended File Structure

A. NSCHC Documentation Checklist
B. Documentation of Start Date
C. Verification of Identity
D. Documentation of Consent/Understanding
E. National Sex Offender Public Website Results, documentation that results were reviewed and the results of any additional searches conducted (e.g., due to downed states)
F. State of Service Check, including documentation of date initiated, source, results, and consideration of results
G. (If applicable) State of Residence Check, including documentation of date initiated, source, results, and consideration of results
H. (If applicable) FBI Check, including documentation of date initiated, source, results, and consideration of results
I. Accompaniment – Accompanier, Start, Cease, Date(s) of Access
J. Alternative Search Procedures/Exemptions approvals/submissions
K. Consideration of Results
Requirements in Brief

• Applies to individuals receiving a salary, stipend, living allowance, or education award from a CNCS-funded program (covered positions).

• Individuals convicted of murder, that are required to be registered as sex offenders, that don’t consent to the process, or that provide a false statement in the process cannot serve in a covered position.

• All covered positions require a search of the National Sex Offender Public Website (NSOPW) and EITHER state OR FBI checks.

• Those with recurring access to vulnerable populations require a search of the NSOPW, state AND FBI checks.

• Checks must either be completed or initiated before the start of work or service.

• DOCUMENTATION!
Next Steps

- Review the resources on the National Service Knowledge Network: [www.nationalservice.gov/resources/criminal-history-check](http://www.nationalservice.gov/resources/criminal-history-check)

- Take the required eCourse: [www.nationalservice.gov/reqCHCtraining](http://www.nationalservice.gov/reqCHCtraining)

- Conduct at least one complete check on an individual

- Chat with your Program Officer about any questions

- Stay on-time, every time!
Q&A

What questions do you have?
Grantee Resources

On the National Service Knowledge Network:

- Tutorials on My AmeriCorps
- Program Development Outlines (including member position description)
- Grantee Training Calendar
- Recorded Webinars (including today’s session)
- Online courses (highly recommend Overview of the CNCS Partnership and Managing the CNCS Partnership)

www.nationalservice.gov/resources
Wrap Up

• More Resources at www.nationalservice.gov
  - Grant Terms and Conditions
  - Branding and Marketing Materials (program factsheets, logos, and more)

• Next New AmeriCorps Program Staff Webinar
  - July 27, 3:00 – 4:30 pm Eastern
Thank You!