



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

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
- 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

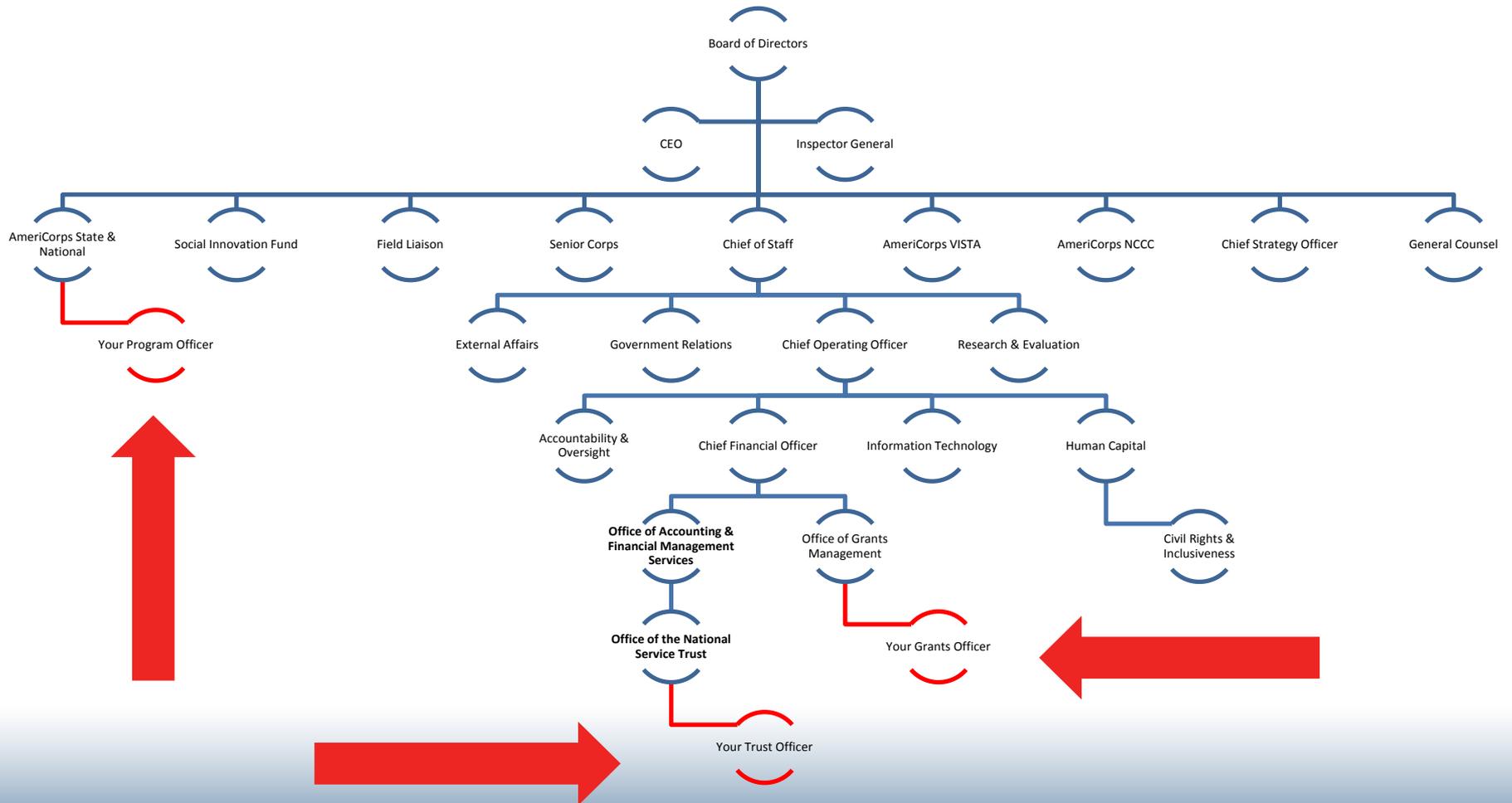
CNCS Staff Contacts



All prime grantees have three key points of contact at CNCS:

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

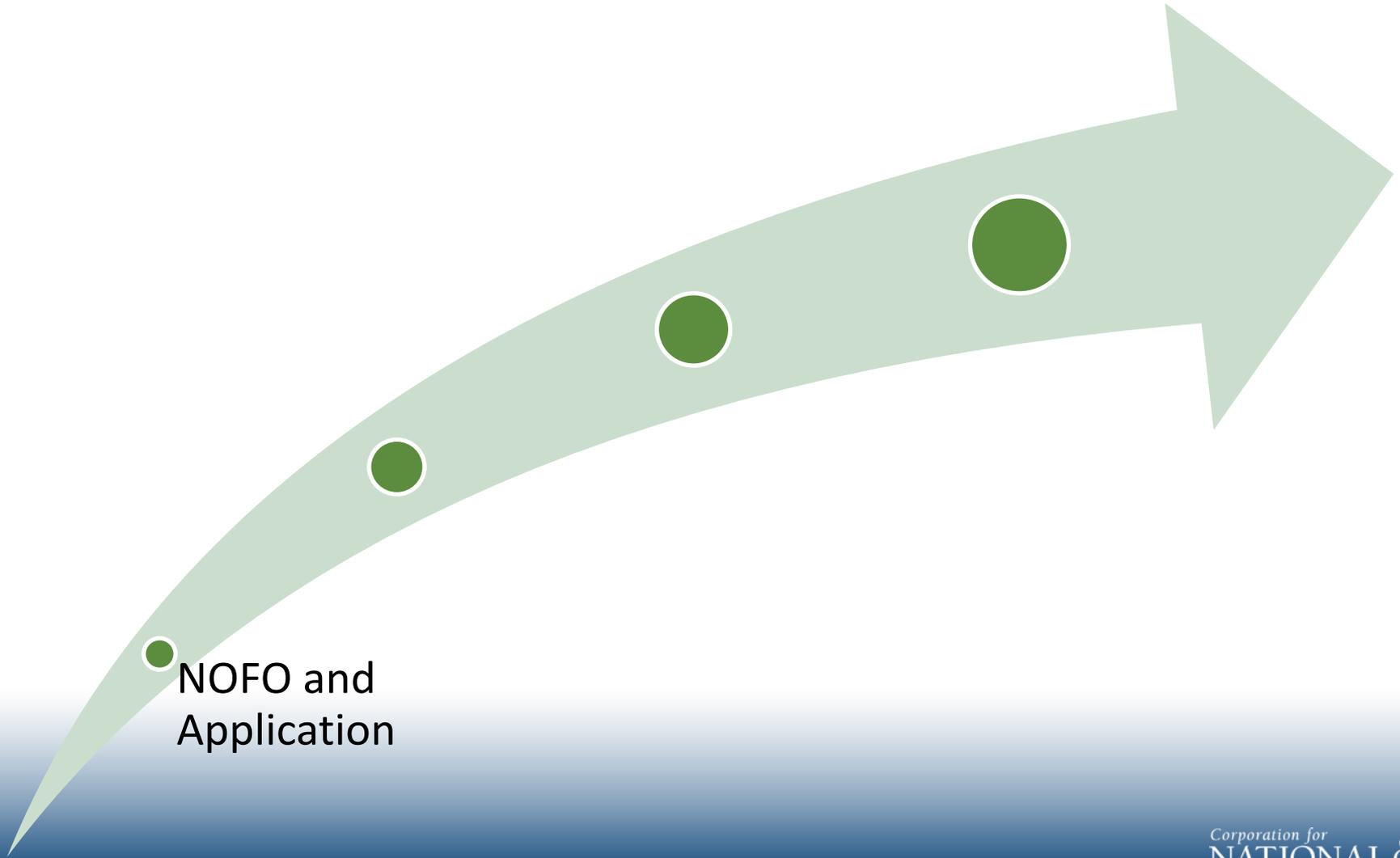
CNCS Basic Organizational Chart



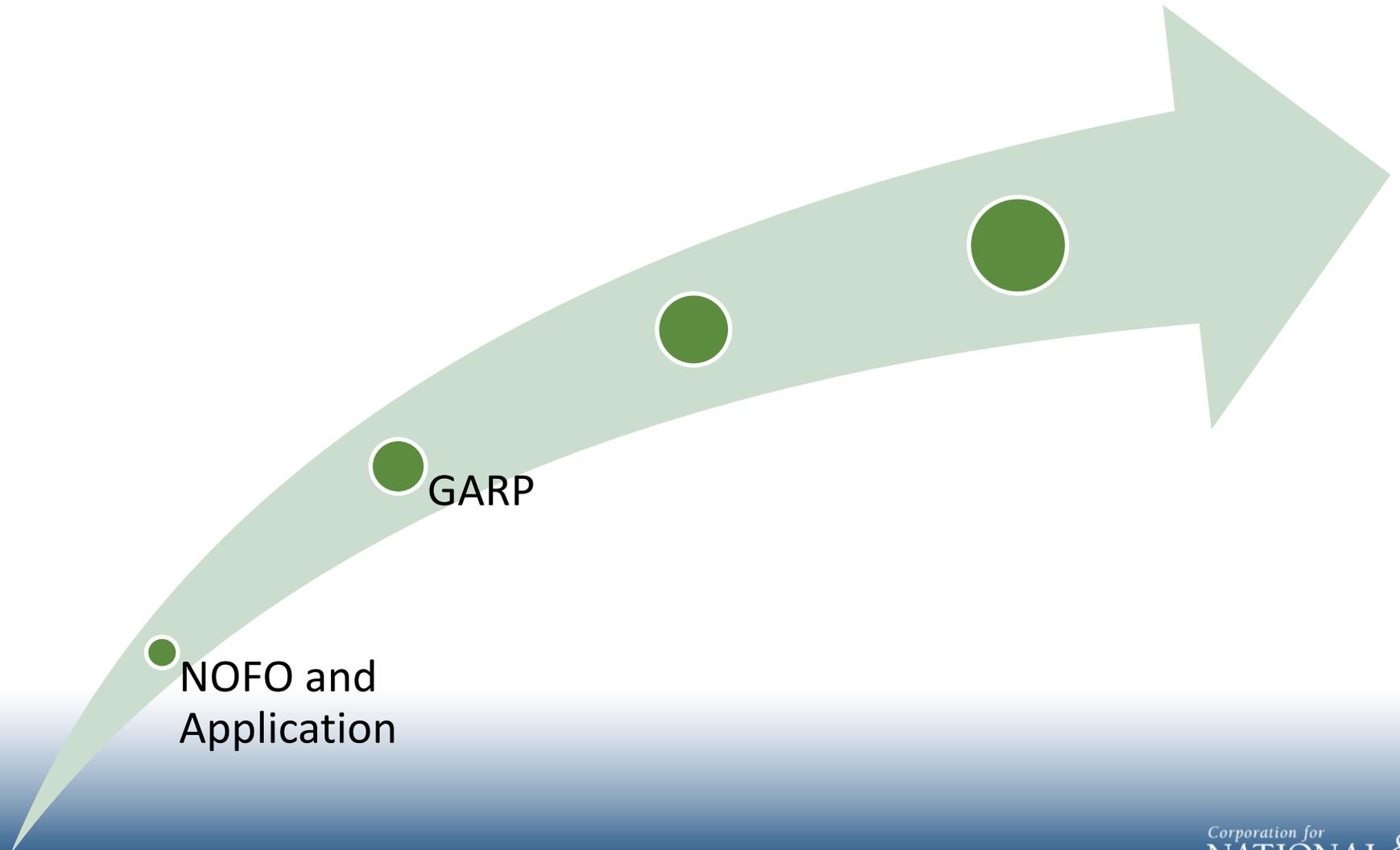
AmeriLingo



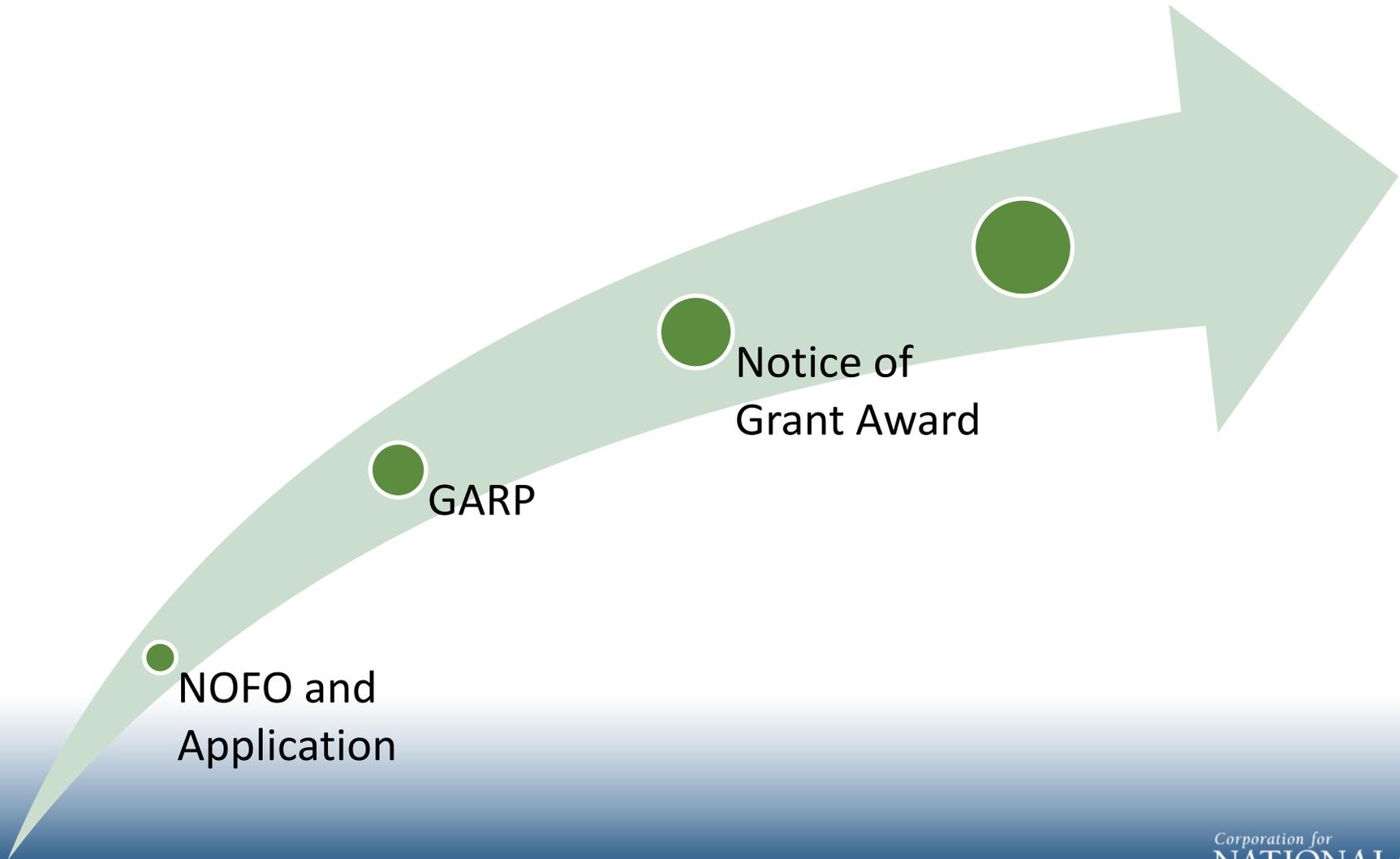
How did we get here?



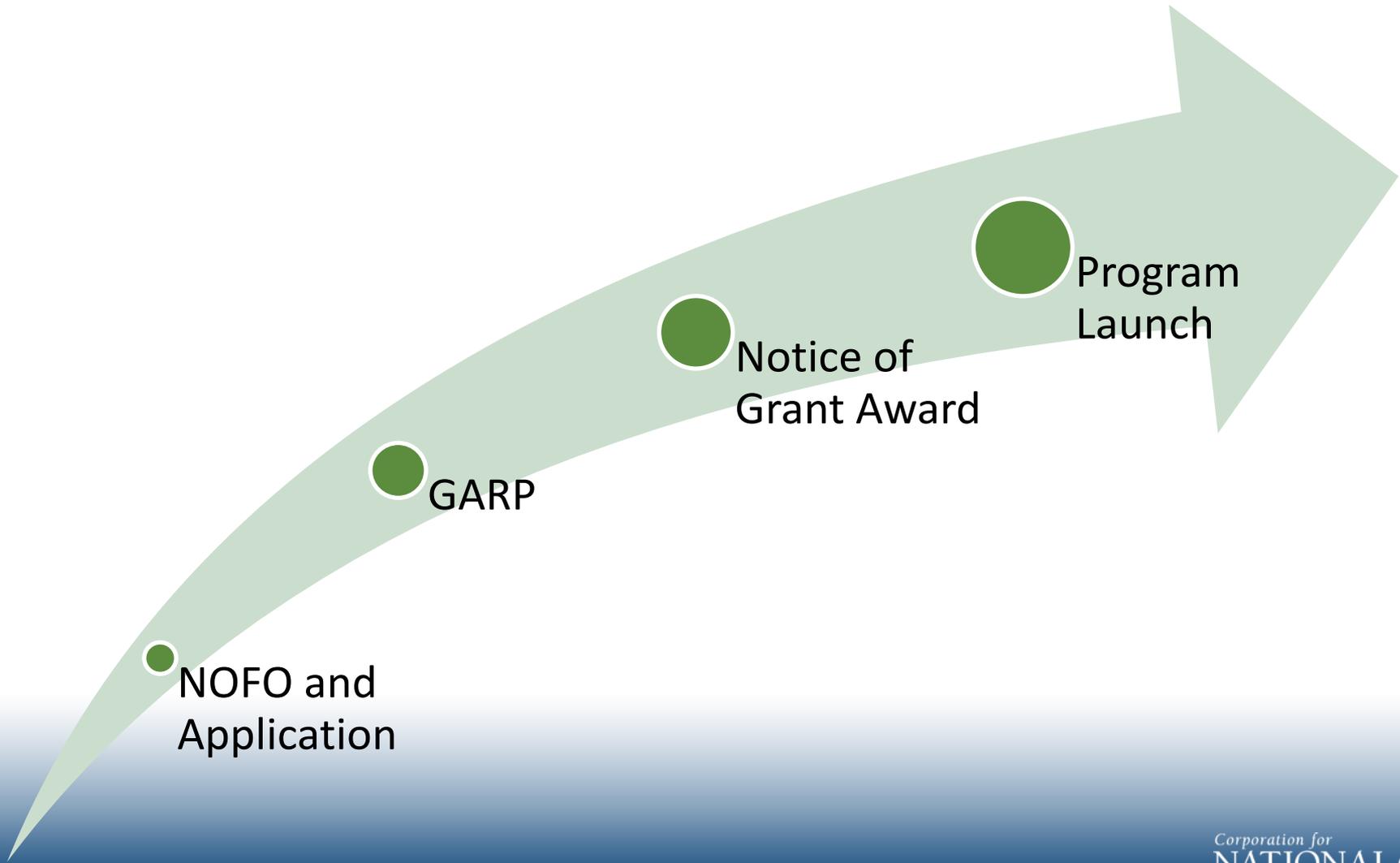
How are program grants made?



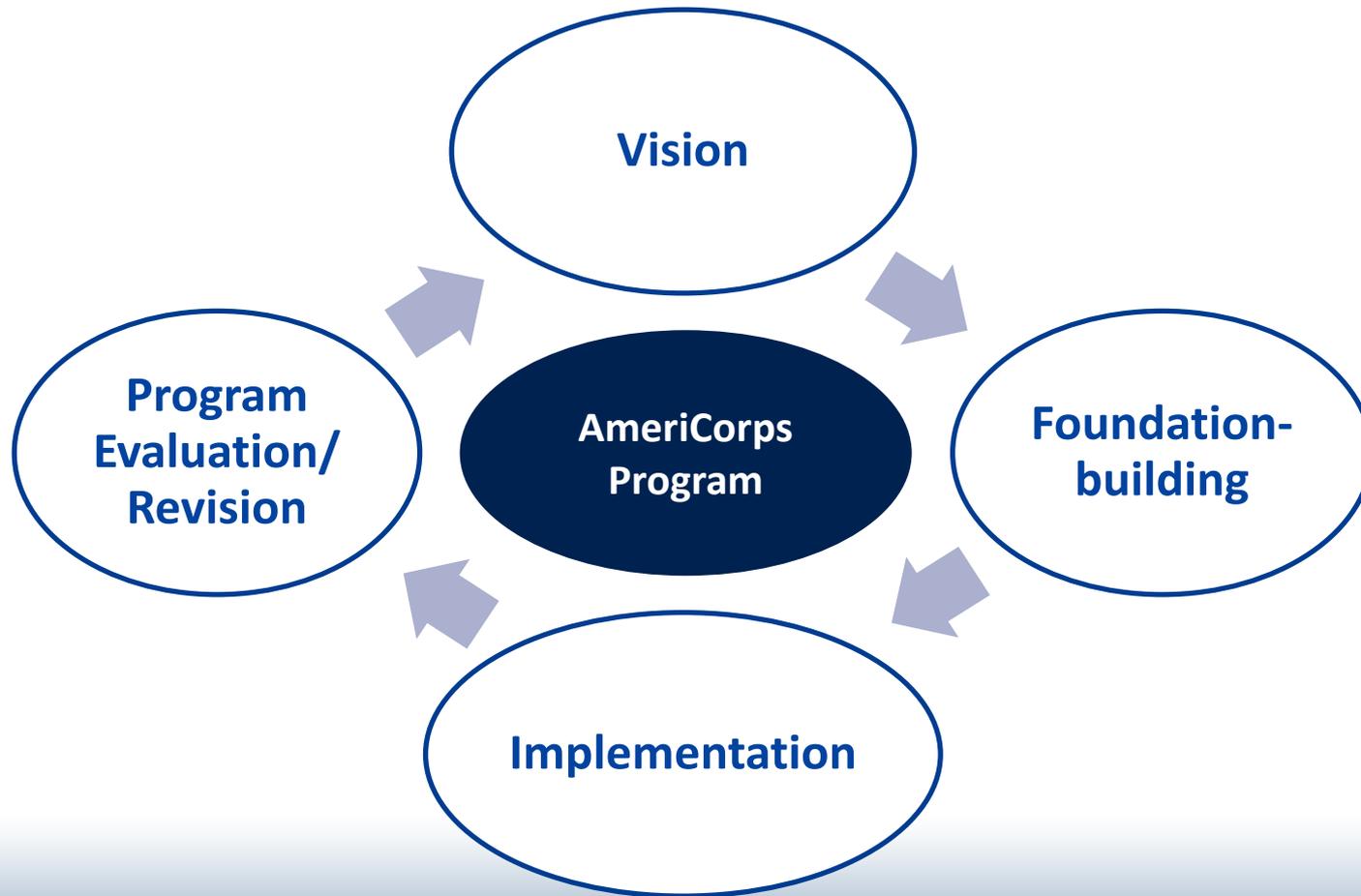
How are program grants made?



How are program grants made?



Cycle of AmeriCorps Program Development



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:

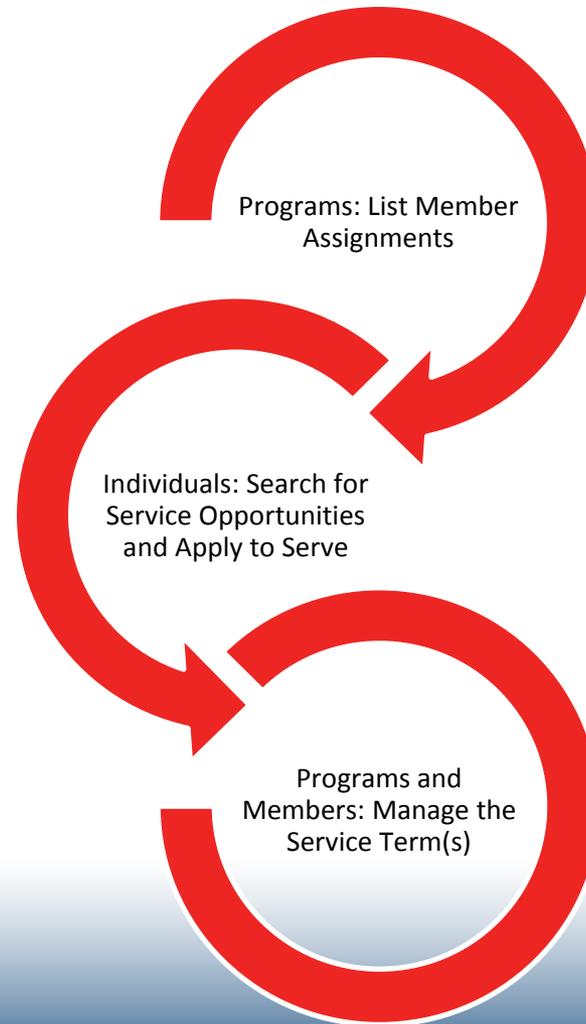
- Phone/Online/In-person Interview(s)
- Reference Checks
- Skills Tests
- Simulations
- Medical Checks

- Minimum AmeriCorps screening requirements:

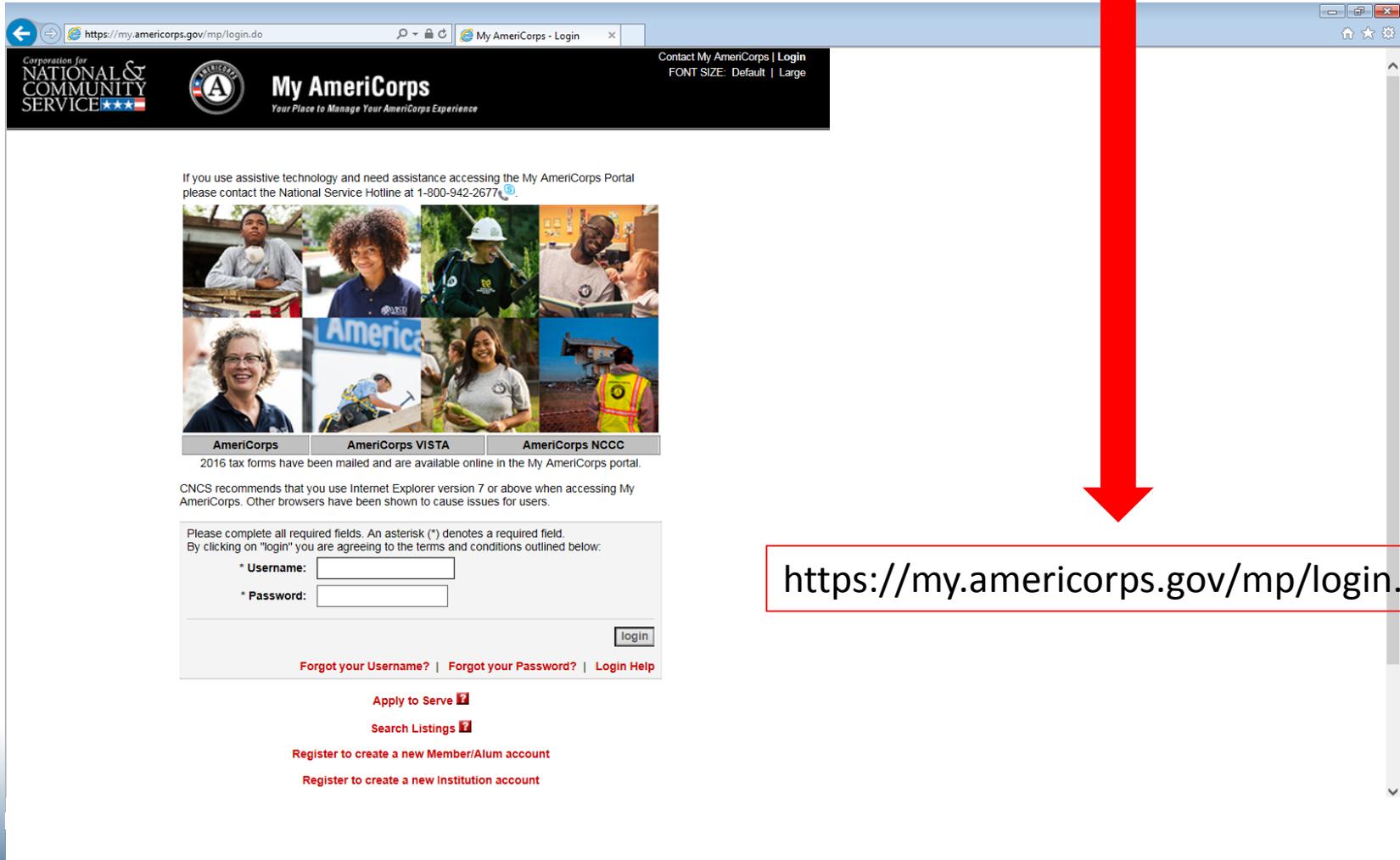
- National Service Criminal History Checks (NSCHC)
- Application Review, Acceptance, Enrollment in My AmeriCorps Member Portal



The My AmeriCorps Portal



Individual Access Point



The screenshot shows a web browser window with the URL <https://my.americorps.gov/mp/login.do>. The page header includes the Corporation for National & Community Service logo and the text "My AmeriCorps Your Place to Manage Your AmeriCorps Experience". A navigation bar contains "Contact My AmeriCorps | Login" and "FONT SIZE: Default | Large".

Below the header, there is a notice: "If you use assistive technology and need assistance accessing the My AmeriCorps Portal please contact the National Service Hotline at 1-800-942-2677." This is followed by a grid of images showing various AmeriCorps members in different settings.

Under the images are three tabs: "AmeriCorps", "AmeriCorps VISTA", and "AmeriCorps NCCC". Below these tabs, a message states: "2016 tax forms have been mailed and are available online in the My AmeriCorps portal." Another message recommends using Internet Explorer version 7 or above.

The login form contains the following text: "Please complete all required fields. An asterisk (*) denotes a required field. By clicking on 'login' you are agreeing to the terms and conditions outlined below:"

* Username:
* Password:

login

[Forgot your Username?](#) | [Forgot your Password?](#) | [Login Help](#)

[Apply to Serve](#) 

[Search Listings](#) 

[Register to create a new Member/Alum account](#)

[Register to create a new Institution account](#)

<https://my.americorps.gov/mp/login.do>



Program Access Point

The screenshot shows the eGRANTS website interface. At the top, there is a navigation bar with links for "home", "my account", "help", and "logout". The main content area features the "eGRANTS" logo and a welcome message for "Christopher". A prominent red arrow points to the "VIEW MY AMERICORPS PORTAL" section, which includes a link for "Portal Home". Below this, there are three main sections: "Creating an Application", "Managing My Account", and "Reporting to CNCS".

| Creating an Application | Managing My Account | Reporting to CNCS |
|--|--|---|
| <ul style="list-style-type: none">New →Continuation/Renewal →Amendment →Concept Paper → | <p>Click on the links below to access common account functions.</p> <ul style="list-style-type: none">My Account → | <ul style="list-style-type: none">Financial Report →Progress Report →Progress Report Supplement → |

508 Approved | Contact Help Desk | disable the pictures
Release version: 6.7.1



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

https://www.nationalservice.gov/sites/default/... Corporation for Nat... nationalservice.gov

jbs
international

My AmeriCorps AmeriCorps State Programs Member Recruitment

AMERICORPS

Corporation for
NATIONAL &
COMMUNITY
SERVICE

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

The screenshot shows a web browser window with the URL <https://www.nationalservice.gov/sites/default/>. The page title is "Create a Service Opportunity Listing". A navigation bar at the top right contains a "7" in a circle, a left arrow, an "Agenda" button with an eye icon, and a right arrow. Below this is the "eGRANTS" header. A "Welcome Alyson" message is displayed next to a "Workbasket" section. The "Workbasket" section contains several buttons: "Pending Applications", "Pending Invitations", "Pending Enrollments", "Status Change Requests", and "Pending Exit". Below these buttons, it says "Results 1 Through 1" and "Your search returned 1 results." A table with columns "Date Submitted", "Status", and "Date Available" is shown. A callout box points to the "Recruitment Workbasket" link in the left-hand "Portal Home" navigation menu, with the text "Click Recruitment Workbasket on the left navigational panel". At the bottom of the page, there is an "eGrants Coaching Unit" section with another "Agenda" button. A "Forward" button is located below the coaching unit. At the very bottom of the browser window, there is a media player control bar with play, pause, and stop buttons, a progress bar, and a "CC" icon.



Resources for Posting Member Assignments

The screenshot shows a web browser window with the URL <https://www.nationalservice.gov/resources/am>. The page title is "Member Assignment Listings". The navigation bar includes "Programs", "Focus Areas", "Special Initiatives", "Newsroom", "Evidence & Research", "Knowledge Networks", and "About CNCS". The "Programs" menu is expanded, showing a list of resources including AmeriCorps, Capacity Building, Criminal History Check, Disability Inclusion, Disaster Services, Economic Opportunity, Education, Education Award, Environmental Stewardship, Evaluation, Financial Management, Healthy Futures, Marketing and Media, Member & Volunteer Development, and Online Courses.

Member Assignment Listings

This page contains instructions for entering AmeriCorps Member Service Assignment Listings in the My AmeriCorps Member Portal in eGrants (<https://egrants.cns.gov/espan/main/login.jsp>). 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.

| Attachment | Size |
|--|-----------|
| Minimum Requirements for Member Assignment Listings | 514.14 KB |
| Member Assignment Listing Submission Checklist | 428.03 KB |
| Common Mistakes: What to Avoid When Posting Member Assignment Listings | 831.86 KB |

Find Resources

Keywords

Visit the Knowledge Network on Facebook

Find us on: **facebook**

Feedback or to Report a Missing Page

Please email ServiceResources@cns.gov

Review



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

The National and Community Service Act of 1990 as amended by the Serve America Act

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

Terms and Conditions

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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Who cannot work or serve?



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

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.

**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.*

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)

Ineligibility vs. Noncompliance

| Ineligible to serve/work on CNCS grant | Eligible to serve/work |
|--|---|
| <ul style="list-style-type: none">• Refuses to undergo check• Makes false statement in connection with a criminal history check• Convicted Murderer• Registered or required to be registered on a sex offender list <p>Report confirmed ineligible individuals to CHC@cns.gov with a cc to your PO and GO.</p> | <ul style="list-style-type: none">• Convicted of crimes others than murder and sex offenses that require registration• False statements not related to criminal history checks |

Screening Criteria: What's right for you?

| CNCS Statutory Minimums | Office of Juvenile Justice Delinquency and Prevention Guidelines | NCMEC Child Safety Program |
|--|--|---|
| <ul style="list-style-type: none"> • Refusing to undergo the process • False statements • Murder • Sex offenses requiring registration | <ul style="list-style-type: none"> • Crimes involving children or dependent adults • Crimes of violence within 10 years* • All other crimes discretionary based on position, circumstances, recency and other factors | <ul style="list-style-type: none"> • All felony convictions • Lesser crimes of force • Lesser crimes of a sexual nature • Controlled substances • Cruelty to animals |

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

Who needs the checks?

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.

(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



Vulnerable Populations



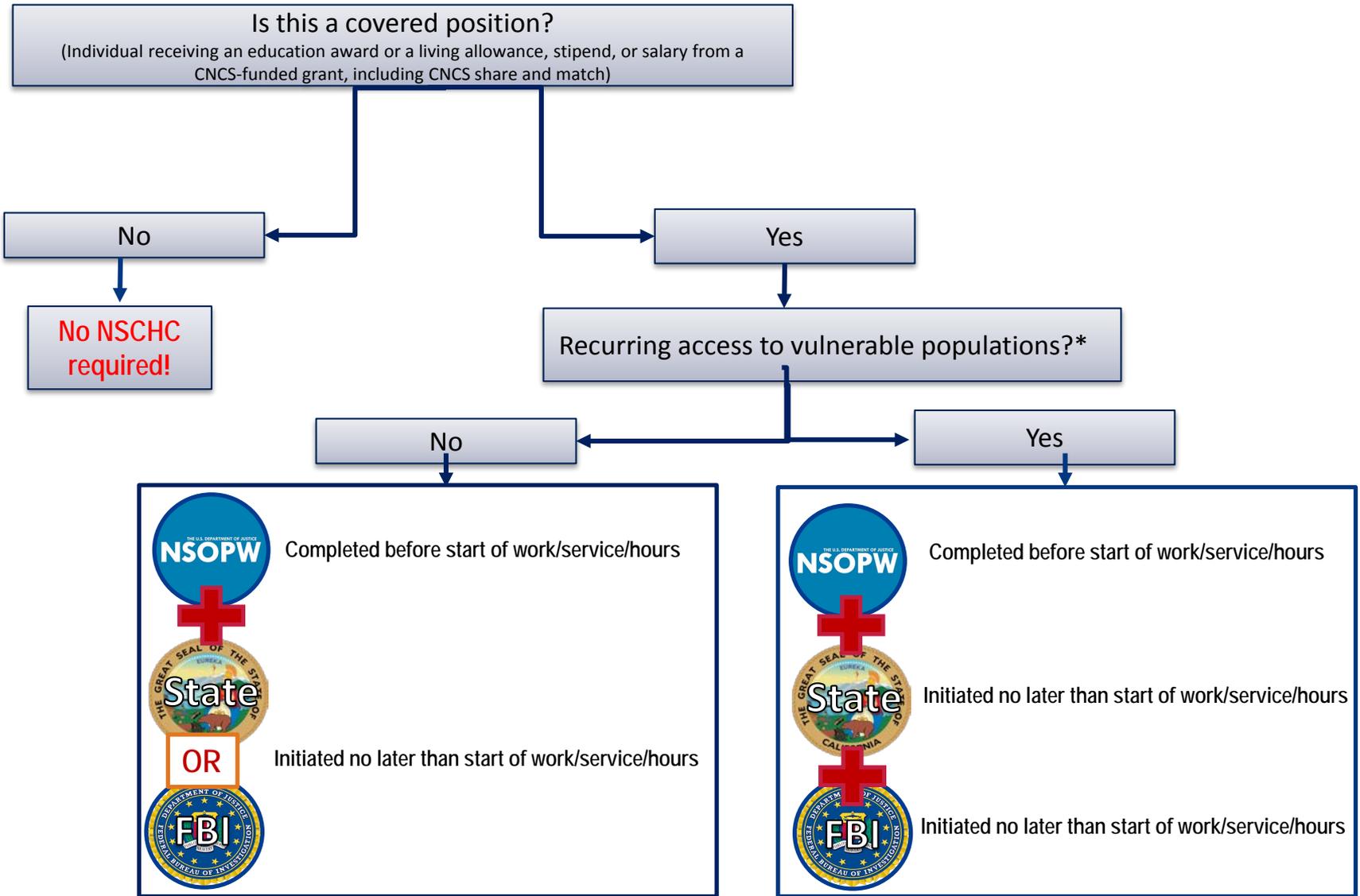
Individuals 60 and over



Individuals with disabilities

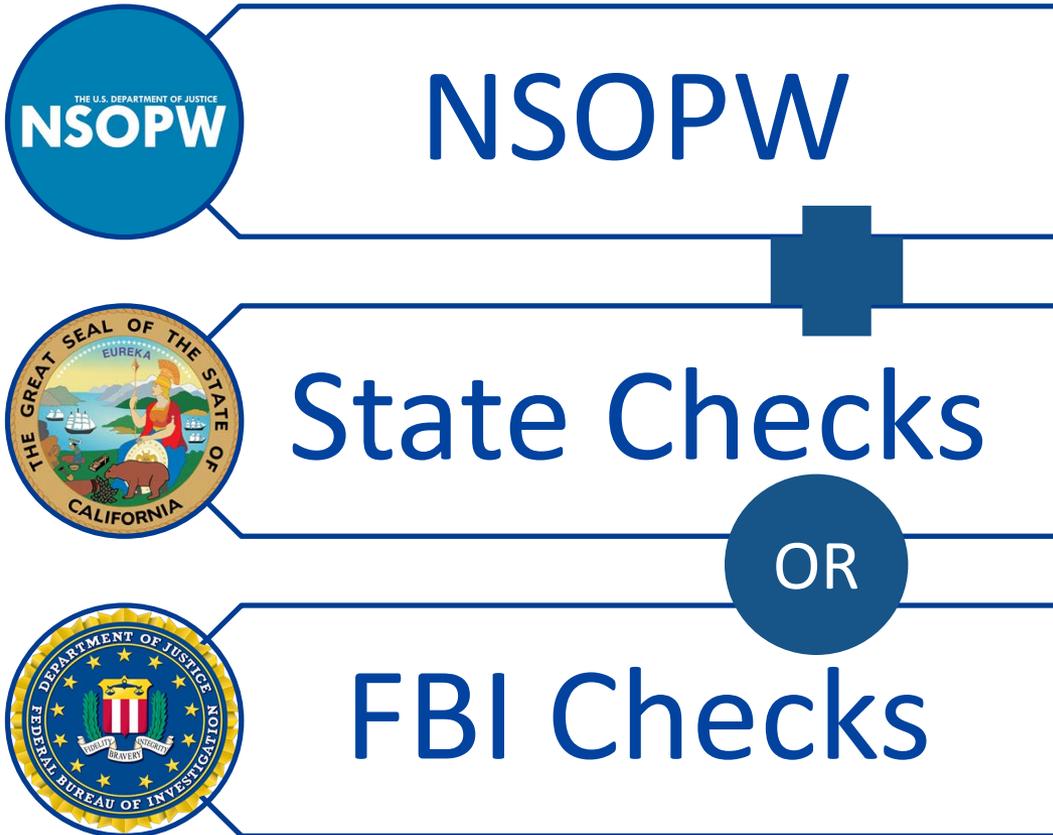


Children
17 and
under

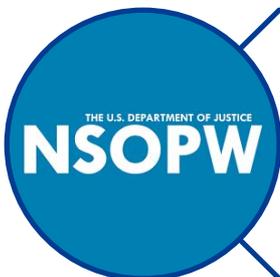


*Date on grant may impact NSCHC; applies to start date on or after 4/2/11. More info here: <https://www.nationalservice.gov/CHCEffectiveDates>

Which checks? - No/Episodic Access



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.

The screenshot displays the NSOPW website interface. At the top, the U.S. Department of Justice logo and the acronym 'NSOPW' are visible. The navigation menu includes 'HOME', 'ABOUT', 'SEARCH', 'EDUCATION & PREVENTION', 'REGISTRY SITES', and 'FAQ'. The main content area features a banner for the 'Dru Sjodin National Sex Offender Public Website' with a 'WELCOME TO THE' message. To the right, the 'National Sex Offender Quick Search *' form is highlighted in yellow. This form includes input fields for 'FIRST' and 'LAST' names, a 'SEARCH' button, and a radio button for 'OR' with a 'by location' option that is crossed out with a red 'no' symbol. Below the search form, there is a note: '* Registries for all 50 states, the District of Columbia, U.S. territories, and Indian Country.' At the bottom, there are sections for 'NSOPW FAQs' and 'Public Registry Sites', both featuring dropdown menus for state selection.



National Sex Offender Search

Results

[print view](#) [create new search](#)

*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

[print view](#) [create new search](#)

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.

| OFFENDER | AGE | ADDRESS |
|--|---|---|
|  ABRAN, JAIME ✓ | <i>Incarcerated</i> <i>E.g. 3/2/16</i> | INS CUSTODY INCARCERATED, FL 00000 UNKNOWN <i>Residential</i> |
|  ACRON, CLARK W ✓ | <i>Sex</i> <i>E.g. 3/2/16</i> | 102 NEW BELL ROAD APT A4 Columbus, MS 39705 LOWNDES <i>Residence</i> |

National Sex Offender Search

Results

[print view](#) [create new search](#)

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.

| OFFENDER | AGE | ADDRESS |
|---|-----|---|
|  ABRAN, JAIME | 38 | INS CUSTODY INCARCERATED, FL 00000 UNKNOWN <i>Residential</i> |
|  ACRON, CLARK W | 59 | 102 NEW BELL ROAD APT A4 Columbus, MS 39705 LOWNDES <i>Residence</i> |

State Checks

- Checks from official CNCS-designated sources (and **only** designated sources)
- **BOTH** State of Service and State of Residence required
- List of designated sources at: <http://www.nationalservice.gov/resources/criminal-history-check>
- CNCS State by State Guide



FBI Checks



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.

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 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

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

National Service Criminal History Check (NSCHC) Documentation Checklist

| | | |
|----|---|--|
| 1. | Name of individual receiving checks: | <u>Click here to enter text.</u> |
| 2. | Position: | <u>Click here to enter text.</u> |
| 3. | Recurring access to vulnerable populations? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | Start Date | <u>Click here to enter a date.</u> |

5. Verification of identity

Photocopy/scan of government-issued ID (driver's license or passport) attached

-----or-----
 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 the 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 results, include information that shows that your candidate is not one of those listed.
- If any registries were non-reporting as a result of your search, documentation that you either searched the non-reporting registry directly or conducted a second NSOPW search when the registry was present.

8. Records Checked

(a) State Checks

| | |
|--|--|
| State of <u>Click here to enter text.</u> | Source: <u>Click here to enter text.</u> |
| Date Initiated: <u>Click here to enter a date.</u> | Date Completed: <u>Click here to enter a date.</u> |
| State of Residence: <u>Click here to enter text.</u> | Source: <u>Click here to enter text.</u> |
| Date Initiated: <u>Click here to enter a date.</u> | Date Completed: <u>Click here to enter a date.</u> |

-----and/or-----

(b) FBI Checks

| | |
|--|--|
| Date Initiated: <u>Click here to enter a date.</u> | Date Completed: <u>Click here to enter a date.</u> |
|--|--|

CLEARED



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
- Take the required eCourse: 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!



SAFETY

Q&A



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*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!

