NSCHC – Sample Documents
February 2020
As part of CNCS Transformation and Sustainability Plan, CNCS is committed to sharing tools and policies to support grantees’ and sponsors’ compliance with all grant requirements including our National Service Criminal History Check (NSCHC) requirements.

This resource is intended to present examples of what compliant paper file NSCHC checks may look like for Senior Corps grantees.

These are just examples and not all inclusive. We encourage you to contact your Portfolio Manager/Program Officer for personalized support.
NSCHC files should include:

- Employment/volunteer application (dated and signed).
- Documentation demonstrating start date of employment or service as the date may be different from when the application was signed.
- Photocopy of government issued ID.
- Consent
  - Written authorization from the individual to perform the NSCHC.
  - Documentation that the individual is informed that selection is contingent on the results of the NSCHC process.
- Determination if person will have recurring access to vulnerable populations.
National Sex Offender Public Website (NSOPW) check should include:

- Documentation demonstrating the correct source was used.
- Documentation that the NSOPW search was reviewed and verified before the start date.
  - Check the results. There needs to be documentation that results were considered.
- Documentation demonstrating that all registries were reporting.
- Documentation demonstrating the check was completed prior to start of service or employment.
State and FBI files should include:

- Documentation demonstrating the state check was through the CNCS approved repository in the individual's state of service and state of residence, if different than state of service.
- Documentation demonstrating the required state and FBI checks were initiated no later than the start of employment or service.
- Documentation demonstrating the date when the results were received.
- Documentation demonstrating that results were reviewed.
  - This includes name, signature, and date of staff member who received and reviewed the results.
- Documentation of adjudication, if needed.
  - This includes name, signature, and date of staff member who adjudicated the results.
Accompaniment

- Documentation demonstrating each instance of accompaniment during service or work with vulnerable populations prior to full NSCHC results being received.
  - Includes date, time, location, and name of person who provided accompaniment.

Alternative Search Procedures (ASP) or Exemptions

- Documentation demonstrating the individual was cleared through an approved ASP or Exemption.
  - Includes approved ASP or Exemption number.
The NSOPW is an internet-based system operated by the U.S. Department of Justice. The system gathers data from all participating State-level sex offender registries plus those operated by Guam, Puerto Rico, the District of Columbia and Tribal Governments. The NSOPW is also known as the National Sex Offender Public Registry, NSOPR. (http://www.nsopw.gov).

This check can be obtained free of charge from the NSOPW.gov website.
• The nationwide search must be conducted and documented before covered individuals start work or service. The required nationwide NSOPW check must be performed on a national level. Do not use the "advanced" search feature because it limits the search to less than nationwide.

• If any state is not reporting when you conduct the check, you must conduct the search again until all state registries are cleared. The result will indicate whether or not any individual state systems were inoperable during that search. You may supplement the first NSOPW check by checking the state sex offender registr(ies) that are down. Individuals cannot begin working or serving hours under the grant until the nationwide NSOPW is completed.

• Retain your date-stamped result to demonstrate that results were considered. A ‘no record found’ result must also be kept. Keep confidential as a part of grant record.

• If the results indicate name-based hits, print the list of hits and demonstrate that you’ve reviewed all the hits and determined that they do not match your candidate.

• As of January 1, 2013, all staff and all participants receiving a salary, stipend, living allowance, education award under the grant either on the federal share or grantee share of the budget are required to have a national sex offender check, regardless of whether or not they have access to vulnerable populations. This includes staff on RSVP grants.
NSOPW – Timing

- **NSOPW Timing**
  - The results of the NSOPW must be reviewed and documented prior to the person beginning work or starting service (before work, service, or training hours are charged to the grant, federal or match).
  
  - A person may not accrue hours towards their work or service without first having cleared the NSOPW component of the NSCHC. Checks that are not within these time frames are noncompliant.
This sample is an example of a NSOPW from the Department of Justice website.

It would be considered complete if:

- The volunteer, Yogi Bear, starts service or employment after 12/26/2019.
- That the spelling of Yogi Bear matches the government issued ID.
- There is documentation demonstrating the check was reviewed and verified before the start date.

This check had all states, territories and Indian Country’s reporting and there were no name hits on the check.
The next six slides are examples of state and FBI checks from KY and TN. They are meant to be examples of compliant checks at the time this resource was originally posted. Note that each state will look different and states may update their form without advance notice.

As noted in an early slide, Senior Corps grantees are encouraged to consult with their Program Officer or Portfolio Manager for technical assistance.
This document demonstrates the date the appointment was made for the state check. Initiation is considered one documented step beyond consent. This form, when complete, would serve as documentation for the initiation of the KY state check.
This two page document demonstrates the results of the Kentucky check. This check reported a case filed in a court and as a result additional documentation regarding adjudication could be required.
Kentucky – FBI Initiation

This document (copy of fingerprint card) could demonstrate that the FBI check was initiated.

Being able to clearly read that date is key as it demonstrates FBI initiation.
Kentucky – FBI Results

This document demonstrates the applicant has a clear FBI check.

The report is on letterhead and the results and date are clearly noted.

There also needs to be documentation demonstrating the check was reviewed and verified before the start date.
This document demonstrates initiation for both the TN state and FBI checks as TN is one of the states listed on the ***

This document demonstrates that the appointment has been made.
Tennessee – State and FBI Results

This demonstrates that both the State and FBI checks have cleared for this applicant.

The date, the name, and the TBI and FBI clearance information is clearly read on this document.
The next series of slides review the Truescreen System.

Remember you are able to connect with Truescreen Customer Service:
- Phone: 800-803-9042, dial 0
- Email: CNCSHelp@Truescreen.com

And CNCS Truescreen Account Managers are:
- Mike Carnation - Account Manager
  - Phone: (888) 276-8518 ext. 3480, Email: mcarnation@truescreen.com
- Susan Landgrebe - Senior Account Manager
  - Phone: (888) 276-8518 ext. 224, Email: slandgrebe@truescreen.com
Truescreen System – Compliance Built In

Truescreen will:

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

Enter individual’s name or other information to search
Click on the individual’s name to view the criminal history report.
Using mytruescreen.com Screens

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

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

- Have a different view than above? Edit your view! Select “edit” to get this window to customize your view.
Reminder to check the government issued photo identification!
Subject data will always be marked as “review.” This is to flag the grant recipient to adjudicate the record.

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

View criminal history report

Click to Adjudicate
Truescreen Adjudication Screen

- Green dot = Pass
- Notes in “Existing Case Notes”

- Green dot = Pass
- Program staff person listed in “Performed By” column
- Action is time stamped
Truescreen Adjudication Screen

- Review symbol
- No content in “Existing Case Notes”

- Review symbol
- Performed By Truescreen, not program staff
Case number: Unique number assigned to the individual

Division number: Unique number assigned to the grantee agreement (organization’s number)

Entered by Grant Recipient during account set up: State of Grantee Address, EIN, DUNS, CNCS program, grantee type, project title, organization name

Entered by Grant Recipient during ordering: Grant number(s)

Entered by Applicant: Staff or Volunteer designation
Monitoring Report

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

You are also able to connect with Fieldprint:

Fieldprint FAQs: https://fieldprintcnscs.com/

Fieldprint Customer Service
• Phone: 877-614-4364
• Email: customerservice@fieldprint.com
Fieldprint System – Compliance Built In

Fieldprint will:

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

Adjudication recommendation pending

Applicant information is above and cropped out
Document the results were considered when selecting the individual. There are many ways to conduct this documentation.
Fieldprint “Not Cleared”

Applicant information is above and cropped out

Adjudication recommendation
CNCS NSCHC Knowledge Network:
https://www.nationalservice.gov/resources/criminal-history-check

CNCS NSCHC Email:
CHC@cns.gov

Your Portfolio Manager or Program Officer!
A Final Word

The bottom line is that the NSCHC process must be completed *on-time every-time* for the safety of our volunteers and the people they serve.

NSCHC is also, equally important, a grant compliance requirement.

Thank you for your diligence in this area and your continued efforts to ensure we are properly safeguarding the communities we serve.