

## Getting Started with NSCHC Resources

Complying with National Service Criminal History Check (NSCHC) requirements is an important part of administering your AmeriCorps grant. These resources and steps are recommended starting points for new grantees or new project staff involved in conducting NSCHC. Resources are available or linked on the [NSCHC webpage](#) unless otherwise noted. This is not an exhaustive list. Please see the [NSCHC webpage](#) and [NSCHC Learning Path in Litmos](#) for current guidance documents and resources.

1. Review the regulations at [45 CFR §§ 2540.200 - 207](#) and NSCHC language in your [General and Program Grant Terms and Conditions](#).
2. Complete the **NSCHC Required Annual e-Course** in [Litmos](#).
  - The e-Course provides an overview of requirements and is just a starting point. Your grant terms and conditions require that at least one staff person responsible for NSCHC compliance complete this e-course annually. We recommend that any staff involved in the NSCHC process take the course.
3. Review the [NSCHC Manual](#).
  - This key document provides additional guidance on NSCHC requirements and includes a documentation checklist. This manual also outlines the NSCHC monitoring and enforcement strategy: *AmeriCorps enforces cost disallowance for noncompliance with the [NSCHC regulations](#).*
4. Decide which AmeriCorps approved source(s) you will use and review appropriate manual(s). Or, if you are a new staff to an existing program, review manual(s) for the source(s) your program already uses: [Using NSOPW and State Repositories Manual](#) and [Using AmeriCorps-Approved Vendor Truescreen Manual](#).
  - There are two approved sources for each of the three check components. *Use of any other source is not compliant with the regulation.* AmeriCorps provides separate manuals specific to which approved source you use. Both manuals have their own FAQ sections specific to conducting checks through those sources. If you use a combination of approved sources, you will need both manuals.
  - See 'Additional Approved Vendor Resources' section below if using Truescreen.
5. Review the [NSCHC Steps Table](#) to confirm the process.
  - This resource lists procedural steps, start to finish. It can be helpful if you need to learn where to begin or to confirm you have all the steps covered after reviewing the necessary manuals.
6. Review [Recommendations for Effective Policies and Procedures](#) to create a policy or evaluate your existing policy.
  - This resource lists minimum content to include in your program's policies. We recommend all grantees have NSCHC policies. You may be required to create or enhance an NSCHC policy as a corrective action to noncompliance.
7. Consult the [NSCHC Frequently Asked Questions \(FAQs\)](#).
  - This general FAQ document covers various topics that apply regardless of the check source. Note the respective check source manuals listed above in #4 have their own FAQs specific to conducting checks through those sources.
8. Make a plan for **self-monitoring** (or evaluate your existing self-monitoring practices) using AmeriCorps resources. *Monitoring checks early is crucial to avoid noncompliance and associated cost-based disallowance.*
  - **Overview of Uniform Monitoring Package (UMP)**, Section 9: NSCHC on [Office of Monitoring webpage](#).
  - [NSCHC Manual](#): NSCHC Documentation and Monitoring for Compliance sections.
  - If using **Truescreen: AmeriCorps Monitoring Report** available in your Truescreen client portal.



## Additional NSCHC Resources

This is not an exhaustive list. Please see the [NSCHC webpage](#) and [NSCHC Learning Path in Litmos](#) for current guidance documents and resources.

### Additional Approved Vendor Resources (Truescreen)

- ❖ **Truescreen AmeriCorps User Guides** in [Litmos](#):
  - **Grantee Agreement Guide**: instructions for setting up a new organization account.
  - **Grantee FBI Amendment Guide**: instructions for adding the FBI check option to accounts created before August 12, 2024.
  - **Grantee User Guide**: shows Truescreen system features and the process for grantees to order and adjudicate checks; lists important steps for managing Truescreen accounts.
  - **Applicant User Guide**: instructions for applicants to complete their portion of the Truescreen order and schedule fingerprinting with Fieldprint.
- ❖ **Truescreen “How To” Videos** in [Litmos](#)
- ❖ **Applicant Resources** on [NSCHC webpage](#):
  - [Truescreen AmeriCorps Applicant FAQs](#)
  - [Challenging a Not Cleared Recommendation](#) describes the process for applicants to obtain a copy of their criminal history from the FBI after Truescreen's FBI check result is “Review” (not cleared).
- ❖ **Truescreen and Fieldprint customer service** contacts are listed in the [Using AmeriCorps Approved Vendor Truescreen Manual](#).

### **NSCHC Learning Path** in [Litmos](#)

The NSCHC Learning Path combines all current resources available in Litmos, including the required annual e-course, webinar/training recordings, and Truescreen user guides.

### [Common Findings of NSCHC Noncompliance](#)

This resource summarizes key guidance around the top areas of NSCHC noncompliance. Review the common findings so you can “ace your (criminal history check) SATs!”

### [Awardee Guide to NSCHC Enforcement of Cost-Based Disallowance](#)

This document provides guidance to prime grantees regarding their enforcement of NSCHC disallowance for their subrecipients. Prime grantees are expected to enforce disallowance when they identify NSCHC noncompliance in subrecipients.

### **GovDelivery Communication Center** section of [NSCHC webpage](#)

AmeriCorps sends “GovDelivery” email communications related to NSCHC using grant program contact lists. Past messages are posted at the bottom of the webpage.

### **NSCHC Archive** section of [NSCHC webpage](#)

Superseded versions of written guidance, including guidance from the previous NSCHC rule (pre-May 1, 2021), are posted at the bottom of the webpage