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National Service Criminal History Check Resource Updates

AmeriCorps sent this bulletin at 09/28/2023 03:32 PM EDT

Office of Monitoring
Sept. 28, 2023

National Service Criminal History Check Resource Updates

New Resources

We have created two new resources to support grant recipients' implementation of national service criminal history check requirements.

- **Getting Started with National Service Criminal History Check Resources** is intended for new grantees or new project staff. It includes steps for becoming familiar with the resources and requirements. Start here to set your program up for success.
- **Common Findings of Noncompliance** summarizes key guidance around the four top areas of national service criminal history check noncompliance: missing checks, wrong name, missing adjudication, and lateness. Review the common findings so you can "ace your (criminal history check) SATs!"

Please find these new resources in the "Quick Links" section of the [NSCHC webpage](#).

Documenting Grantee Adjudication in Fieldprint

In 2021, Fieldprint enhanced its system allowing grant recipients to document their review and adjudication of the Fieldprint check in the vendor system. **The Office of Monitoring continues to see grantees failing to use the Fieldprint system as designed, including failing to view Fieldprint's adjudication recommendation of *Cleared* or *Not Cleared*, and failing to document their grantee adjudication decision.** We encourage all grantees using Fieldprint to review their check records and policies to ensure they are completing this critical documentation step.

- Refer to the "Fieldprint AmeriCorps Grantee Guide" available in [Litmos](#) for step-by-step visual instructions. The grantee adjudication process is also described in the "AmeriCorps Approved Vendor Fieldprint" training recording, available in [Litmos](#).
- If your Fieldprint account does not show both modules required to complete your adjudication (myFitnessDetermination and myFingerprints modules), please email customerservice@myfieldprint.com with copy to chc@cns.gov to request the necessary module be added.
- Fieldprint's TCN Status Report is an essential tool to monitor your checks for compliance, including that you viewed the result and adjudicated each check. You should use this report to monitor all checks as early as possible. Self-monitoring

your checks using the TCN Status Report is detailed in the "AmeriCorps Approved Vendor Fieldprint" training recording, available in [Litmos](#).

- If Fieldprint's result is *Not Cleared*, you must have sufficient documentation that you confirmed there are no disqualifying convictions before you can clear the individual. Please review the "Fieldprint Adjudication Recommendations" section of the "Using AmeriCorps Approved Vendors Truescreen and Fieldprint Manual," found on the [NSCHC webpage](#).

Grantee Responsibilities for Vendor Records Maintenance

Fieldprint maintains checks in your electronic account for seven years. Truescreen maintains checks in your electronic account for five years. For any records needed longer than these timeframes, you must save or print necessary information from the vendor systems. In many cases, the vendor monitoring reports may serve as documentation from the vendor systems. However, in certain circumstances the monitoring reports will not fully demonstrate compliance. For this reason, AmeriCorps recommends saving Truescreen and Fieldprint check records for all individuals, in addition to the monitoring reports.

We have updated the "Using AmeriCorps-Approved Vendors Truescreen and Fieldprint Manual" to include details about which documents to save from each vendor. The updated manual is available on the [NSCHC webpage](#).

AmeriCorps staff reviewed this information for Truescreen during an information session on Wednesday, Sept. 6. A recording of this session is available on [Litmos](#). Please review additional details in [this notice from Aug. 9, 2023](#).



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