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

|  |  |  |
| --- | --- | --- |
| **1.** | Name of Individual (exact) |  |
| **2.** | Start Date |  |
| **3.** | Returning individual and their break in  work/service did not exceed 180 days? | Yes No (running new checks) |
| **4.** | Our organization has a waiver NOT to use AmeriCorps Vendors from Serve WA? | Yes No (using Truescreen/Fieldprint as required) |

# 5.Verification of Identity

# Checks must be conducted on the first and last name as it appears on the government-issued identification (using exact spelling and grammar).

Copy/Review of government-issued identification in member file *and/or*

On file in Truescreen/Fieldprint

# Written Consent (and candidate’s understanding that their position is contingent on eligibility determined by the NSCHC results)

Captured in member file *and/or*

Captured in Truescreen/Fieldprint

1. **NSOPW Check:** *must be completed and adjudicated at minimum one day before start date*

**Date Adjudicated:**

1. **State of Service (WA) Check:** *must be completed and adjudicated at minimum one day before start date*

**Date Adjudicated:**

1. **State of Residence Check:** *must be completed and adjudicated at minimum one day before start date*

**Date Adjudicated:**

N/A (at the time of application, the individual physically resided in WA and did not require out-of-state check)

N/A (at the time of application, the individual’s state of residence was not required as either an NFF state or a state not available in Truescreen as per the use of the Truescreen pre-approved NSCHC waiver)

1. **FBI Check:** *must be completed and adjudicated at minimum one day before start date*

**Date Adjudicated:**

# Consideration of results

I have reviewed and considered the results of these checks and certify that this individual is eligible for work or service.

|  |  |
| --- | --- |
| Signature | Date |

**Reminders**

***Reminders*** are intended to complement annual NSCHC training requirements, the AmeriCorps NSCHC Manual, Truescreen/Fieldprint training materials, and the Serve WA program handbook. This is not a full list of instructions or requirements for compliant NSCHC. Please consult your Program Officer with any questions.

**Verification of Identity**

* It is important that programs are reviewing government-issued identification prior to initiating checks to verify exact name and correct spelling, including any hyphens or characters, are used.

**Truescreen**

* All Truescreen checks must be completed **before** the first day of work/service. Do not rely on a timestamp. Before means (at minimum) the day before.
* Be sure to always pick NSOPW+Washington from the drop-down menu when ordering checks.
* If out of state is required for state of residence, type that state into the request box.
* Always review the NFF/Truescreen Waiver table to determine if a state check is unavailable/waived by AmeriCorps.

<https://americorps.gov/grantees-sponsors/history-check>

* Completed checks include two parts in Truescreen:
  + ID verification in the system – review and take action
  + Adjudication in the system – review and take action
* Use the Monitoring Tool function to quickly assess if the ID was reviewed and adjudication completed, these dates must be **before** the first day of work/service.
* Retention: Truescreen retains records for 7 years. WA State retention requirements exceed federal requirements and range from 6-9 years. Programs are responsible for keeping grant records with the associated grant year until Serve WA notifies you of destruction timeline. Therefore, it is suggested programs download and retain Truescreen documentation.
* For more training information, view the Litmos course: NSCHC Vendors Training updated 2/28/22.

**Fieldprint**

* FBI check must be completed **before** the first day of work/service. Do not rely on a timestamp. Before means (at minimum) the day before.
* Completed checks include three parts for Fieldprint:
  + Clear or Not Clear status in the system – review in myFitnessDetermination module
  + Pass or Fail status in the system – take action in myFingerprints module (must occur AFTER viewing clear or not clear in my FitnessDetermination module)
  + Adjudication in the system – this occurs automatically once steps one and two are complete; to be sure, review the activity log for “grantee decision” which will record the decision, person completing the decision, date and time AND check the applicant information page which should now reflect fitness determination viewed by, grantee adjudication decision, adjudication decision made by, date and time (dates and times must be **before** the first day of work/service)
* If an individual receives a “not clear” status, the program must take [additional steps](https://www.fieldprintcncs.com/SubPage_FullWidth.aspx?ChannelID=414) to verify eligibility and finalize adjudication. Consult with your Program Officer if you are unsure of those additional steps and documentation needed.
* Retention: Fieldprint has varied retention that has proven inconsistent. WA State retention requirements exceed federal requirements and range from 6-9 years. Programs are responsible for keeping grant records with the associated grant year until Serve WA notifies you of destruction timeline. Therefore, it is suggested programs download and retain Fieldprint documentation.
* For a step-by-step guide, including screen shots, view the Litmos course: Fieldprint AmeriCorps Grantee Guide (NSCHC) created 1/24/22.

**Organizational/Program Policy & Procedure**

In addition, Serve WA requires all programs have a detailed policy and procedure on file outlining how to ensure NSCHCs are completed and adjudicated on time, every time. Failure to complete NSCHCs on time, every time may result in cost disallowances. AmeriCorps provides recommendations for effective NSCHC policies and procedures [here](https://americorps.gov/sites/default/files/document/2022_01_26_NSCHC_Recommended_Policy_Procedures_OM.pdf).

For more information on NSCHCs: <https://americorps.gov/grantees-sponsors/history-check>