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| **Legal Applicant Name** | Click or tap here to enter text. |
| **Program Year** |  Choose an item.  |
| **Review Completed by** | Choose a name. |
| **Review Date** |  Click here to enter a date.  |

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| Program submitted updated NSCHC Policies and Procedure, which contains the following components: | Reviewer Comments |
| [ ]  Specifies the Serve WA NSCHC Checklist will be completed for all covered individuals. |  |
| [ ]  Specifies individuals who are exempt from NSCHC: * Individuals who are under the age of 18 on the first day of work or service who work/serve on an NSCHC required grant
* Individuals whose activity is entirely included in the grant recipient’s indirect cost rate or cost allocation plan
* Staff on Fixed Amount grants

*Notes: If the individual turns 18 before the start of a subsequent term of service, NSCHC is required prior to the individual beginning a subsequent term of service.**If the member is returning for a subsequent term of service with the same program, NSCHC must have a gap of less than 180 days.* |  |
| [ ]  Confirms at least one staff member will complete the AmeriCorps NSCHC eCourse requirement each year. The program must retain the eCourse certificate of completion and assign staff to retake the course annually prior to the expiration of the certificate. |  |
| [ ]  Specifies that under regulation and statute, an individual is ineligible to serve or work on an AmeriCorps grant if they:* refuse to consent to NSCHC;
* make a false statement in connection with NSCHC;
* is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
* has been convicted of murder, as defined in 18 U.S.C. 1111.
 |  |
| [ ]  Defines whether the program has additional suitability criteria that would disqualify an individual from service/work. * If yes, clearly identifies additional suitability criteria.
 |  |
| [ ]  Confirms that the first and last names used to conduct name-based checks reflect the current first and last name of the individual, as shown on documentation used to verify the identity of the individual.* Use of the first and last name shown on the following sources is acceptable:
	+ First and last name shown on any document on the USCIS Form I-9’s List of acceptable documents (e.g. government issued photo ID, passport, permanent resident card, birth certificate, SSN card, etc.)

[ ]  Confirms that the first and last names used to conduct name-based checks reflect the current first and last name of the individual, as shown on documents listed below (**if a valid, government-issued photo ID cannot be presented**):* + First and last name shown on a signed Employee's Withholding Certificate W-4 form
	+ First and last name shown on a signed USCIS Employment Eligibility Verification I-9 form

*The program should ensure that the candidate’s name entered by the program in Truescreen exactly matches the document used to verify identity.* |  |
| [ ]  Explains the process for how the program will obtain additional information from the individual to determine the first and last name of the applicant that will obtain the most accurate criminal history records in the event an individual provides the program with documents containing different names. *The program will retain any additional documentation as grant records in the individual’s file.* |  |
| [ ]  Acknowledges that consent from candidates and the candidates’ understanding that their position is contingent on eligibility determined by the results of the NSCHC is documented within the Truescreen system prior to performing NSCHCs. |  |
| [ ]  Indicates a 3-part check including NSOPW, State check(s), and FBI checks are required for all covered positions. Covered positions include all AmeriCorps State and National members, and staff on a cost-reimbursement grant if their salary is included on the federal or grantee share of the grant. |  |
| [ ]  Specifies all NSOPW, FBI Fingerprint based checks, and State checks (State of Residence and State of Service) are conducted in Truescreen. |  |
| [ ]  Includes a process for how the program will determine the State of Residence for the applicant. Specifies how to determine if a State of Residence check is required. If government issued ID uploaded to Truescreen does not match the state of residence check run, programs should document the reason for variance in a Truescreen adjudication note. *States covered under AmeriCorps Pre-Approved NSCHC Waivers for Truescreen and NFF States do not require a separate State of Residence check.* |  |
| [ ]  Includes requirements to adjudicate the NSOPW, FBI Fingerprint based checks, and State Check(s) in Truescreen at least the day before candidate begins work or service. |  |
| [ ]  Specifies which staff person will be responsible for all steps of completing required checks in Truescreen and when they will be conducted, including:* Initiating/ordering all three checks in Truescreen
* Ensuring applicant has completed their portion in Application Station, Truescreen, and Fieldprint.
* Providing coaching as necessary to assist applicant in creating and scheduling the Fingerprint appointment in Fieldprint
* Adjudicating NSOPW, State Checks, and FBI Fingerprint checks in Truescreen

*\*Specifies if these responsibilities will be different for members and staff.*  |  |
| [ ]  Confirms the program’s understanding that FBI Fingerprint checks will be adjudicated within the Truescreen platform beginning December 1, 2024.  |  |
| [ ]  If a Truescreen result comes back as “review,” outlines steps the program will take to verify eligibility.  |  |
| [ ]  If the applicant challenges a “review” result in Truescreen, outlines the steps in the applicant challenge process. These steps should encompass: * How the review status is communicated to the applicant
* How the applicant obtains an additional fingerprint or state check, and how the cost for the check is covered
* Who views the results from the additional fingerprint check
* Once the results for the additional fingerprint check are received and reviewed by the program, who selects Pass or Adverse within Truescreen
* Who will complete the Review Status Memo for the member file, if applicable
* Specifies that an individual has 45 calendar days to review their own results and challenge factual inaccuracies, and that this timeline is initiated when the applicant indicates interest in challenging the results.

*\*Specifies if these responsibilities will be different for members and staff.* |  |
| [ ]  States the following documentation will be maintained as additional eligibility verification in the event that an individual receives a “review” status: 1) Dated copies of the “review” status 2) evidence the program used in making eligibility determination, and 3) a contemporaneously dated memo to the file documenting determination of the individual’s eligibility. |  |
| [ ]  Specifies the following adjudication/completion documentation must be maintained for each member: * Truescreen Case Summary page with a green check mark beside Current Pass/Review Status

AND* Adjudicate This Case page (using the “Adjudicate This Case” link). **The date the program adjudicated the checks, listed under “Action Date” will be considered the date of completion for NSOPW, State Check(s), and FBI Fingerprint checks.**
 |  |
| [ ]  Specifies that the AmeriCorps Monitoring Report in Truescreen will be downloaded and saved at least once a year in program files.  |  |
| [ ]  Specifies that the program will maintain the results of the checks and keep the results of the NSCHC confidential. |  |
| [ ]  States that the program will pay for all criminal history checks. |  |
| [ ]  Specifies who will determine if an individual is eligible for service/work based on all check results.  |  |