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Cancels: WSC Policy #10

POLICY

Approved by:
Mark Duncan

See Also: WSC Supervisor's Guide to NSCHC; 45CFR2540.201-206

POL – 110

COMPLETING NATIONAL SERVICE CRIMINAL HISTORY CHECKS (NSCHC) ON MEMBERS

This Policy applies to the sponsoring organizations of all Washington Service Corps (WSC) AmeriCorps members.

1. **Sponsoring Organization Completes Checks According to WSC Supervisor's Guide to National Service Criminal History Checks ([the Guide](#))**
 - A. Follow the instructions in the Guide to obtain a signed Member Authorization for National Service Criminal History Checks form.
 - B. Follow the instructions in the Guide to complete:
 - National Sex Offender Registry check
 - WATCH – Washington State Patrol state registry check
 - FBI fingerprint check
 - Complete the fingerprint-based FBI check through the grant-approved source.
 - State of residence (out-of-state) check, if the individual lived outside of Washington State at the time of application for the position.
 - C. Follow the instructions in the Guide to review results and verify that the individual:
 - Is not registered as a sex offender
 - Has not been convicted of any crime that would require registration as a sex offender
 - Has not been convicted of murder

- Does not have a criminal conviction that disqualifies him or her based on the policies of the sponsoring organization or service site

D. Sign the certification to document your review of all required NSCHC results.

2. Sponsoring Organization Submits Documents to WSC

According to the Guide and enrollment instructions, submit all documents to WSC with enrollment paperwork.

3. WSC Reviews Results to Verify Eligibility for National Service

- WSC follows internal policies and procedures to perform final reviews of each document.
- WSC makes the final determination on the individual's eligibility to serve as a member in the program.