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# POLICY/PROCEDURE

Focus Area:  
Site and Member Services

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See Also: Member Service Agreement; Member Placement Contract; 45 CFR 2540.201-206; 18 U.S.C. 1111

## POL – 110

### COMPLETING NATIONAL SERVICE CRIMINAL HISTORY CHECKS (NSCHC)

This Policy applies to the selection of all Washington Service Corps (WSC) AmeriCorps members, including Washington Reading Corps (WRC) and any other AmeriCorps project area managed by WSC.

All WSC AmeriCorps members must pass all grant-required Criminal History Checks in order to be eligible to serve or accumulate service hours in a WSC program.

Service Site Staff are exempt from this requirement. NSCHCs are NOT conducted on these individuals.

#### PROCEDURE:

#### 1. Sponsoring Organization Offers AmeriCorps Position, Contingent on Completion of NSCHC

- a. Upon offer and acceptance of the position, ensure the member-applicant understands that the position is contingent on satisfactory results of the NSCHC.
- b. Ensure the member-applicant understands that the NSCHC must be completed prior to enrollment and that it can take a week or more to complete the process.
- c. Provide the following documents to the member-applicant:
  - i. Member Authorization for NSCHC form
  - ii. NSCHC Instructions for WSC Members

#### 2. Member-applicant Submits Required Information to Initiate NSCHC

- a. According to the NSCHC instructions, submit all information and documents to WSC and the grant-approved NSCHC vendor(s) in a timely manner.

#### 3. WSC Conducts NSCHC to Verify Eligibility for National Service

- a. Follow internal policies and procedures to:
  - i. Initiate NSCHC with the grant-approved vendor(s).
  - ii. Review and adjudicate all NSCHC results.
  - iii. Make the final determination on the individual's eligibility to serve as a member in the program.

**4. Sponsoring Organization Conducts Background Checks According to Their Policies**

- a. WSC does not share the results of the NSCHC.
- b. WSC only screens for offenses that would make a person ineligible to service in AmeriCorps:
  - i. Murder, as defined in 18 U.S.C. 111;
  - ii. Any conviction that requires registration as a sex offender;
  - iii. A registered sex offender, listed at [www.nsopw.gov](http://www.nsopw.gov).
- c. The sponsoring organization should conduct their own background checks, in accordance with their policies, to ensure the safety of the community, as well as compliance with federal, state and local laws.