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Cancels: Policy #10; POL-111

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POLICY

Focus Area: Site & Member Svc

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

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 (NSCHC) 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.

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.

2. Member-applicant Submits Required Information to Initiate NSCHC

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

3. Assigned WSC Staff Conducts NSCHC to Verify Eligibility for National Service

- a. Follow (1) newest AmeriCorps NSCHC Manual, FAQ and Using AmeriCorps Approved Vendor Truescreen Manual and (2) internal procedures (Shared/PY 20xx-xx/Enrollment/Internal Processing of Member Enrollment) to:
 - i. Initiate NSCHC with the grant-approved vendor(s).

1. If NSOPW and/or state repository check results are not returned by the grant-approved vendor within four (4) business days of the member-applicant completing their steps in the vendor's system, POL-110a can be employed by approved WSC staff.
 - 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 serve 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.
- 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.