

## National Service Criminal History Check Requirements for Connected Youth Initiative Subgrantees

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. Since November 23, 2007, the Corporation for National and Community Service (CNCS) regulations have required grantees to perform the NSCHC on people with recurring access to a vulnerable population. Vulnerable populations include children 17 years of age or younger, persons age 60 and older, or people with disabilities.

Regulations require grantees to check any person receiving a living allowance, stipend, national service education award, or salary through a program receiving CNCS funds, regardless of their level of contact with a vulnerable population.

Regulations also require grantees to conduct and document a NSCHC that includes a fingerprint-based FBI criminal history check on people in covered positions who begin work, or who start service, on or after April 21, 2011, and who have recurring access to vulnerable populations. Individuals in covered positions include participants, volunteers, or staff funded under a CNCS grant.

The statutory requirement at [42 U.S.C. § 12645g](#) is supplemented by regulatory requirements at [45 CFR §2540.200 through §2540.207](#) (updated in 2012) as well as the terms and conditions of our grant.

**A grantee or subgrantee's inability to demonstrate that you conducted any aspect of the required criminal history checks will likely result in cost disallowance.**

*Unless otherwise noted, please submit all requested information to Wendi Schulz at [wschulz@nebraskachildren.org](mailto:wschulz@nebraskachildren.org).*

## Criminal History Check Process

### 1. Individual managing your CYI program's compliance must submit certificate of completion of the CNCS criminal history check webinar.

Nebraska Children (NC) requires that the individual managing compliance for your program complete the [CNCS training on criminal history checks](#). This training will provide you with all the necessary details and resources on completing your criminal history checks. On the "Resources and Support" slide at the end of the training, there is a button in the upper right hand corner that says "Record Completion." This will generate a certificate of the successful completion of your training. Please send this certificate to us by **Friday, March 11**.

### 2. Submit Consent for Background Check of Employees and Identification Verification Forms to NC to initiate background check process.

NC requires that an appropriate NSCHC is completed on every individual listed in your budget, including those who are paid with match funds, those who donate their time or services as in-kind match, and those who are employed by your contractors, consultants, and program partners. These checks must be completed before any employee time is charged to the grant or the grant's matching funds.

Have each employee complete the [Consent for Background Check of Employees](#) form and submit those to [Wendi Schulz](#) along with the [Identification Verification](#) form to be completed by subgrantee staff. When completing the **Identification Verification** form please certify that you have verified the information as it appears on the government issued ID and that copies of the form and ID has been securely stored in your personnel files.

NC will then complete the first two steps in the background process:

- National Sex Offender Public Website (NSOPW) Check, and
- State of Nebraska Background Check

NC staff will forward results of those checks back to the subgrantees when completed. Please complete all required NSOPW checks and initiate all required state checks by **Friday, March 18**.

### 3. Initiate Federal Bureau of Investigation (FBI) Check.

The third and final step in the NSCHC process is the FBI check. Employees must log on to the [Fieldprint Fingerprinting Services](#) website to make an appointment to be fingerprinted and begin the FBI Check process. Employees will be able to schedule an appointment and use NC's code to authorize the process.

**Code: (FPCNCSNEChildFamFound103)**

Fieldprint locations can be found in each of the subgrantee services areas. Locations include, but are not limited to: Auburn, Beatrice, Broken Bow, Grand Island, Hastings, Hebron, Kearney, Nebraska City, North Platte (3 locations), Omaha, Plattsmouth, Lincoln, Norfolk, Tecumseh, Wilber. Employees can search for additional sites on the Fieldprint website.

#### 4. Submit completed criminal history check tracking workbook.

NC requires that the appropriate criminal history checks are completed on every individual listed in your budget, including those who are paid with match funds, those who donate their time or services as in-kind match, and those who are employed by your contractors, consultants, and program partners. These checks must be completed before any employee time is charged to the grant or the grant's matching funds. To help you keep track of your criminal history checks, we have attached a [Criminal History Check Tracking Workbook](#). The process for each individual employee can be tracked with the [CYI Criminal History Check](#) form. Please complete all required NSOPW checks, initiate all required state/FBI checks, and send us your completed tracker by **Friday, March 18**.

*Please note, this is an ongoing process. You are required to initiate/complete the appropriate checks and send us your updated tracker for any new hire to your program on a monthly basis as part of your grant reimbursement request process. [CNCS' FAQs on criminal history checks](#) is a very good resource for answering questions related to the criminal history check process.*

#### 5. Send contact information of the individual from your organization and your partner organizations who will be submitting CSCHC forms, so that we may contact them with questions or process updates.

Please send the contact information for the individuals from your program and your partner programs who will initiate CHC checks to [Wendi Schulz](#) by **Friday, March 11** so that we can contact them with any questions or updates to the process.

#### 6. Submit the signed NDA from your organization and any partner organizations who will be submitting criminal history checks.

In addition, we ask that a representative from your program and any program partner who has employees listed on your budget sign and return the attached [Confidential Disclosure Agreement](#) (CDA). We will then sign on our end, and return it to you for your records. This helps ensure compliance in protecting the sensitive information of all program employees. Please return your organization's signed CDA, and the signed CDA of any program partners, by **Friday, March 18**.

## Background Check Process Checklist

Follow this checklist when conducting background checks on staff performing work under the SIF award.

### Before first day of employment or start of work on the CYI program:

- Verify employee's identity using government-issued identification card
  - ✓ Complete and submit [Identification Verification](#) form to [Wendi Schulz](#)
  - ✓ Document that you verified identity and keep copy in personnel file (Photocopy ID)
- Obtain written authorization to perform check
- Complete and submit [Consent for Background Check of Employee](#) form to [Wendi Schulz](#)
  - ✓ Submit the [Identification Verification](#) and **Consent for Background Check of Employee** forms so NC can complete National Sex Offender Public Registry (NSOPR) and State checks
  - ✓ Print DATED results of check when returned by NC
  - ✓ Document results of check when returned by NC
  - ✓ Store results in a secure and confidential place
- INITIATE FBI check\*
  - ✓ Instruct employees to log on to the [Fieldprint Fingerprinting Services](#) website to make an appointment to be finger printed and begin the FBI check process. Employees will be able to schedule an appointment and use NC's code **(FPCNCSNEChildFamFound103)** to authorize the process.
- Complete CYI Criminal History Check form
  - ✓ Sign and date after completion and keep in your NSCHC file.
- Forward a copy of the completed form to [Wendi Schulz](#)
  - ✓ Select cleared individual to ACCOMPANY employee being checked
  - ✓ Document initiation of accompaniment, including name of cleared employee and date accompaniment began
  - ✓

### On and after first day of employment:

- Ensure employee being checked is accompanied by a cleared employee
- Verify all CSCHC checks are completed
  - ✓ Print results of check
  - ✓ Document results of check
  - ✓ Store results in a secure and confidential place
  - ✓ Provide opportunity to review results of check with employee
- After employment is cleared, end accompaniment
  - ✓ Document date accompaniment ended
  - ✓ Send full background check documents to [Wendi Schulz](#)

***\*Employees with recurring access to vulnerable populations must have both State and FBI checks. Employees with no or sporadic access to these populations must have EITHER the State or FBI check.***

**Recurring access** is defined as the ability on more than one occasion to approach, observe, or communicate with, an individual, through physical proximity or other means, including but not limited to, electronic or telephonic communication.

**Vulnerable populations** are defined as:

- (1) **“children”** defined as individuals aged 17 and under consistent with the PROTECT Act;
- (2) **“elderly”** defined as individuals sixty years of age (the lowest age commonly used by Congress to define elderly persons); or
- (3) **“individuals with disabilities”** as defined in the Rehabilitation Act in 29 USC 705(20)(B) and covers any individual who has a physical or mental impairment which substantially limits one or more major life activities or is regarded as having such an impairment.