**Legal Applicant Name**: Enter program name.

**Program Year:** 2016-2017

**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:** | **OneStar Reviewer Comments** |
| Defines which staff members will conduct each component of the NSCHC for members and staff in covered positions. |  |
| Obtains and maintains documentation of written consent from candidates prior to performing the State and FBI checks  *This can be incorporated in the application for work/service, or it can be part of the service/work contract/agreement. You can also have a separate form that asks for this authorization.* |  |
| Verifies the identity of the candidate for a covered position through a government-issued photo ID and maintains documentation of the verification  *This doesn’t necessarily have to be a copy of the ID, but can be a notation of the ID #, type of ID and sign off by the individual who examined the ID.* |  |
| Includes documentation of the program explaining to the candidate for a covered position that his or her selection for the position is contingent on eligibility determined by the results of the NSCHC.  *This can be incorporated in the application for work/service, or is can be part of the service/work contract/agreement. You can also have a separate form that asks for this authorization.* |  |
| States that the program will pay for all criminal history checks |  |
| Specifies which check components are needed for the covered position according to no access, episodic access or recurring access to vulnerable populations.  *You may indicate the type of covered position in the position description. For example, staff with no access or episodic access to vulnerable populations would only conduct the NSOPW and either the state checks or the FBI check. Not all three.* |  |
| Specifies the data sources designated or approved by CNCS  *You must go through the CNCS designated state sources in order to obtain the state and FBI check. The NSOPW must be obtained from NSOPW.gov. To use any other data source would be noncompliant. When going through a vendor; make sure you are getting results from CNCS-approved sources, see Vendor assessment section below*. |  |
| Includes requirements to conduct the NSOPW search before candidate begins work or service including orientation and training hours and maintains documentation of the results  *You must retain results by either taking a screenshot or printing the screen, including a “no hits found’ result* |  |
| Includes requirements to conduct a subsequent NSOPW check if state(s) are not reporting when the initial check was run.  *This must be completed before the start of service or work.* |  |
| Includes a process for resolving any hits on the candidate’s name for the NSOPW check.  *You must save the hits result on a name, along with documentation that each hit was resolved before clearing the individual to begin work or service.* |  |
| Includes requirements to initiate the State check (state of residence and state of service), by the start of service or work, depending on access to vulnerable populations, and maintains documentation that the check was initiated.  *You must document initiation which is one tangible, documentable step after getting permission to conduct the checks.* |  |
| Includes a definition of initiation for the State checks (state of residents and state of service) |  |
| Includes a process for how the program will determine the state of residence for the applicant |  |
| Includes requirements to initiate the FBI check by the start of service or work, depending on access to vulnerable populations, and maintains documentation that the check was initiated.  *You must document initiation which is one tangible, documentable step after getting permission to conduct the checks.* |  |
| Includes a definition of initiation for the FBI checks |  |
| Describes the sources of the checks (States/FBI) (the name and address/website of the source used for the check components) |  |
| Includes requirements to provide accompaniment while checks are pending when service or work involves recurring access to a vulnerable population. |  |
| Includes steps to cease accompaniment once a candidate has cleared the State(s) or FBI check component |  |
| Includes steps to document accompaniment  *This can be done on a timesheet that identifies who did the accompaniment, on whom, on what days and for what period of time with regular sign off from the individual performing the accompaniment attesting to their physical presence.* |  |
| Includes a procedure for when check results are received and reviewed to be considered completed  *You can document this with a sign off from the individual who received the results.* |  |
| Provides an opportunity for candidates to review their own results and to correct as needed |  |
| Documents that the program will maintain the results of the checks and keep the results of the NSCHC confidential\*  *\*Please note that Texas has an approved ASP that allows programs not to maintain the results of results conducted through the secure DPS website for the state or FBI check. Documentation of initiation and completion must still be conducted. The results of the NSOPW, public DPS check and out of state checks must still be maintained unless prohibited by state law from where the check was received.* |  |
| Includes a process for the program to consider the results of each check with the signature of the reviewer. |  |
| Documents whether the person is considered eligible for service based on their results. |  |
| If the program’s NSCHC procedure includes an ASP approval, the program adheres to the requirements of the approval  *Often ASPs have conditions within the decision letter that must be met, including following the process described in the request. If the circumstances described in the ASP have changes, or CNCS policies on NSCHC have changes since the ASP was approved, the program must submit an updates request.* |  |
| If the program’s NSCHC procedure includes an Exemption approval, the program adheres to the requirements of the approval  *Exemptions expire after a year. If the program needs to reapply for an Exemption, the program must do this before the date of expiration.* |  |
| Defines what results of the NSCHC will disqualify an individual from serving (Recommended) |  |
| For full time fixed award programs, the policies and procedures state which staff require the NSCHC |  |
| If the program uses a vendor to conduct any components of the NSCHC, the procedures include information on how the program ensures the vendor checks meet CNCS requirements |  |