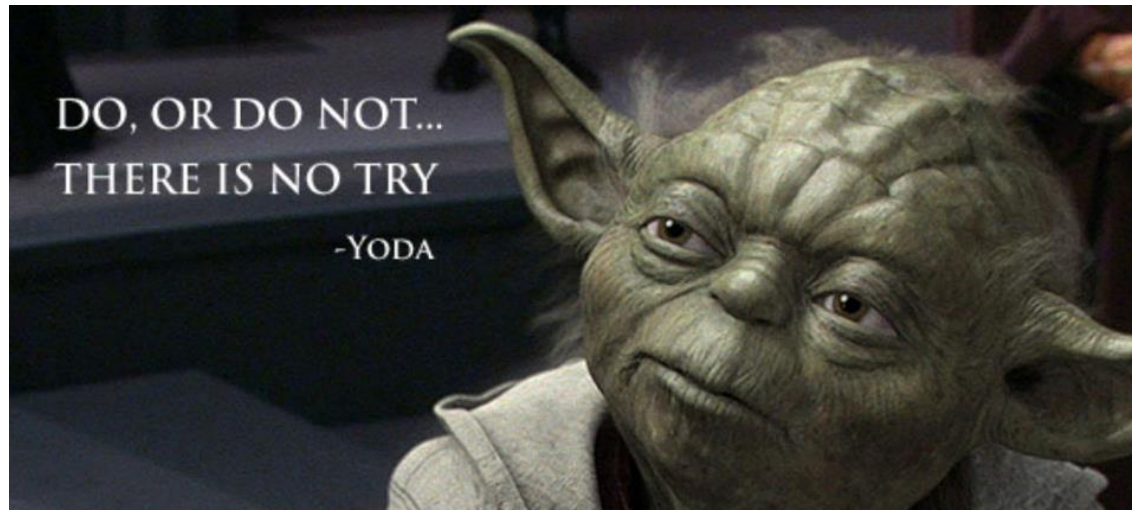




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**2016 AmeriCorps Texas**  
**All-Grantee Meeting**  
February 25-26, 2016

# National Service Criminal History Check (NSCHC) Bootcamp



## Overview

- Components of a Compliant Check
- Documentation
- Staff Checks
- Test your Knowledge
- When It Goes Wrong



## National Sex Offender Website (NSOPW)

- Must be Initiated and completed before start of service/work
- Screenshot with date
- Adjudicate
- All States Reporting
- Documentation of Review



## State of Service and Residence Checks

- Must be initiated before start of service/work
  - Include your definition of initiation in written P&Ps
- TX DPS Public Site Check (name-based) OR TX DPS Secure Site Check (fingerprint-based)
- Must maintain documentation of initiation
  - Retain results for State Public Site Check
  - Document Initiation of Fingerprinting for Secure Site Check
- CNCS State Repositories for Out of State

[http://www.nationalservice.gov/sites/default/files/resource/table-of-designated-state-repositories-and-alternates-11-30-15\\_v2.pdf](http://www.nationalservice.gov/sites/default/files/resource/table-of-designated-state-repositories-and-alternates-11-30-15_v2.pdf)



## FBI Fingerprinting Check

- Must be initiated before start of service/work
- TX DPS Serve America Act (SAA) Account
- Must maintain documentation of initiation
  - Include your definition of initiation in written P&Ps



## Accompaniment

- Accompaniment may cease when the State Checks OR the FBI Checks have been completed
- A person is accompanied when he or she is in the physical presence of a person cleared for access to a vulnerable population.
- Document Accompaniment



# Documentation

- OneStar's Statewide Alternate Search Protocol (ASP)
  - Approved by CNCS in December 2013 due to Texas law
  - BUT still requires programs to document:
    - The source (for example, website URL, name, address, etc.) used for the check
    - The date you initiated each check component
    - The date you received results of each component
    - Whether the person has been cleared or not for service based on the component results
    - The name and signature of the person who reviewed the results of each check component and the date on which they conducted the review.



## Staff Checks

- No different from member checks!
- Recurring Access to Vulnerable Populations versus No Recurring Access to Vulnerable Populations
- Work with and train your HR Department
- Develop written P&Ps (should be very similar to member check policies)



# TEST YOUR KNOWLEDGE!

## Disallowed Costs

- CNCS Risk-based Disallowance Matrix
  - Low, Moderate, Substantial Mitigation
  - Recurring Access or No Recurring Access to Vulnerable Populations
  - 50% of Files or Not
- \$250 - \$1500 per file
- Self-Reporting = “50% off” discount



## Resources

- CNCS NSCHC Website:  
<http://www.nationalservice.gov/resources/criminal-history-check>
- CNCS NSCHC FAQs:  
[http://www.nationalservice.gov/sites/default/files/resource/FAQs\\_Version\\_010416.pdf](http://www.nationalservice.gov/sites/default/files/resource/FAQs_Version_010416.pdf)
- CNCS Risk-Based Disallowance Guidance:  
[http://www.nationalservice.gov/sites/default/files/resource/Interim\\_Disallowance\\_Guide\\_for\\_Staff\\_and\\_Grantees\\_Updated\\_September\\_9\\_2015\\_0.pdf](http://www.nationalservice.gov/sites/default/files/resource/Interim_Disallowance_Guide_for_Staff_and_Grantees_Updated_September_9_2015_0.pdf)
- OneStar NSCHC Resources:  
[http://onestarfoundation.org/ameriCorpTexas/grantee-resources/#National\\_Service\\_Criminal\\_History\\_Checks\\_\(NSCHC\)](http://onestarfoundation.org/ameriCorpTexas/grantee-resources/#National_Service_Criminal_History_Checks_(NSCHC))



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