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## 2016-2017 National Service Criminal History Checks

### Who needs a NSCHC?

- Covered Positions-Any position receiving a:
  - Salary,
  - Stipend,
  - Living allowance and/or
  - Education award
- Costs may be from match, CNCS, or both
- Fixed Amount: Any individual performing activities described in the application.

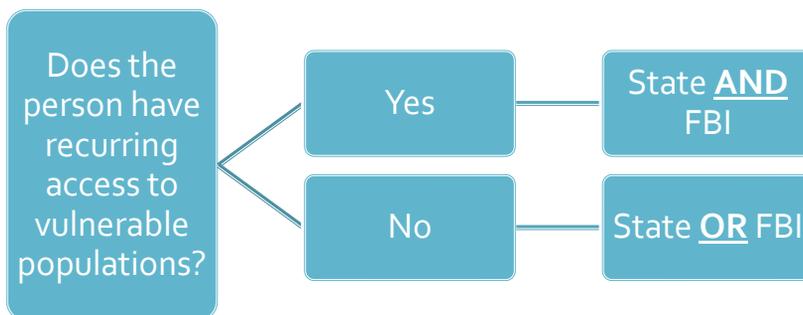
## What checks do I complete?

- **All** covered positions need a check through the National Sex Offender Public Website (NSOPW)
- NSOPW is free
- Must be **COMPLETED BEFORE** the start of service

*Tip: Complete the NSOPW check early in case the website isn't working.*

## What checks do I complete?

- **All** other Members and Covered Staff need a state check and/or a FBI check



## What is recurring access to vulnerable populations?

- 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 include children 17 and younger, persons 60 and older, and/or individuals with disabilities

*Tip: If you are unsure if you have recurring access, contact your Program Officer.*

## What is a state check?

- State check includes **BOTH** State of Service and State of Residence
  - State of Service-MO
  - State of Residence-Where Member lived when they applied
- Checks must be completed through CNCS approved repository
- May be a name or fingerprint based check
- Must be **INITIATED** before OR on the first date of service (Members) or work (staff).

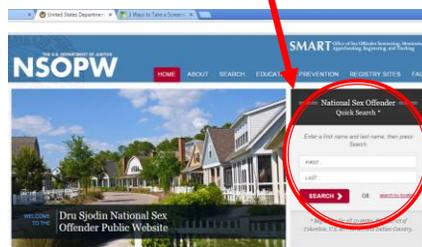
## What is a FBI check?

- FBI check is a nation wide check
- Must be fingerprint based
- Must be done through CNCS approved repository (unless you have an ASP)
- Must be **INITIATED** before OR on the first date of service (Members) or work (staff).

## How do I actually do these checks?

### NSOPW

- Go to the website <https://www.nsopw.gov>
- Enter first and last name of person receiving the check.
- Print out your results.
- Verify and initial beside all hits to demonstrate that any results are not for your Member or staff person



*Tip: Do not complete an advanced search.*

## How do I actually do these checks?

### Out of State Checks

- Review the CNCS document for the list of approved repositories.
  - <http://www.nationalservice.gov/sites/default/files/resource/table-of-designated-state-repositories-and-alternates-04-04-16.pdf>
  - Sometimes the CNCS PDF is outdated. Contact your MCSC Program Officer for assistance.
- Some states require Member or staff to request their own check
- Some states only do fingerprint based checks
- If the Member pays for the check, you **MUST** reimburse the Member, regardless of whether they were accepted to your program

*Tip: It can often be easier to have the Member complete their check before moving out of that state.*

## How do I actually do these checks?

### Missouri and FBI

- MACHS-MO Automated Criminal History Site
  - Use for state check if your covered positions do not have recurring access.
- MOVECHS-MO Volunteer and Employee Criminal History Service
  - Use for state and FBI checks, specifically if your covered positions have recurring access.
  - Must submit an application, user agreement, and a copy of your current MO business license.
  - Phone: (573) 526-6153 ext. 2647 E-Mail: [MOVECHS@mshp.dps.mo.gov](mailto:MOVECHS@mshp.dps.mo.gov)
- FBI check must be done through a state repository unless you have an ASP.

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/crimRecChk.html>

*Tip: Becoming a MOVECHS agency can take several weeks.*

## What should I do while checks are pending?

- Provide accompaniment if Members or staff have recurring access to vulnerable populations
- Accompaniment can cease once state check(s) or FBI check clears
- Accompaniment is when the Members or staff are in the physical presence of a person cleared for access to a vulnerable population

## What disqualifies a Member or staff?

- CNCS
  - Anyone listed, or required to be listed, on a sex offender registry
  - Anyone convicted of murder
  - Anyone who refuses to undergo the Check.
  - Anyone who makes a false statement in connection with the individual's criminal history.
- Programs have discretion, within state and federal laws, to decide whether or not the results disqualify an individual

## What should I document?

1. Verified identity
2. Written consent to perform checks with candidate's understanding that position is contingent upon NSCHC
3. NSOPW completed before start of service
4. NSOPW results
5. Initiation of State and/or FBI checks before or on first day of service
6. Documentation of state of residence
7. Accompaniment
8. Receipt of State and/or FBI results
9. State and/or FBI Check results were considered
10. Clearance Letter
11. ASPs/Exemptions/Vendor Compliance

*Tip: Use CNCS Documentation Checklist*

## What about vendors?

- Vendors may address all or some of the components of the National Service Criminal History Check.
- It is the **SUB-GRANTEE'S** responsibility to ensure Vendors meet CNCS requirements
- Currently, **NO** Vendor meets all CNCS requirements

*Tip: See "Vendor Guidance" document from CNCS for more information.*

## What if I make a mistake?

- Contact your program officer as soon as issues are detected
  - **DO NOT** wait until your site visit
  - Fix mistakes, if possible, as soon as detected
  - Leniency allowed for disallowed costs when issues are self-identified
- Corrective Action Will Be Required
- Will Result in Disallowed Costs
  - Based off of risk
  - Paid to MCSC using non-federal funds

## What if I have more questions?

1. Check your handbook
2. Check the CNCS website
  - <http://www.nationalservice.gov/resources/criminal-history-check>
  - MCSC has access to the **SAME** information as you
3. Contact your Program Officer

*Tip: Never guess or hope you are doing it right. Always seek help if you are unsure!*