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National Service Criminal History Check General and Vendor Updates

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Office of Monitoring
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National Service Criminal History Checks General and Vendor Updates

General Updates and Reminders

Grant Recipients Who Are Prohibited by State Law from Sharing Results

The National Service Criminal History Check rule, specifically [45 CFR § 2540.206 \(a\)\(5\)](#), requires you to maintain documentation of the checks as grant records. You must be able to share grant records with AmeriCorps following [2 CFR § 200.337](#).

If you are unable to provide check results because of state law and the check was conducted prior to Jan. 1, 2020: AmeriCorps' previously issued blanket an Alternative Search Procedure covering grantees that were prohibited by state law from maintaining or sharing criminal history results of the state and/or FBI check, which expired on Dec. 31, 2019.

If you are unable to provide check results because of state law and the check was conducted on or after Jan. 1, 2020, you have two options:

1. You can **use the AmeriCorps approved vendors, Truescreen and Fieldprint**, whose results can be shared with AmeriCorps. Instructions for setting up accounts with the approved vendors is detailed in the "Using AmeriCorps Approved Vendors Truescreen and Fieldprint Manual" on our [webpage](#).
2. In cases where use of the approved vendors would create a burden on the program, you can **request a waiver** for the documentation requirement under 45 CFR § 2540.206 (a)(5) to establish alternative documentation arrangements while continuing to use the state repository. Please review the "NSCHC Manual" on the [website](#) for information about submitting a waiver request or email NSCHCWaiverRequest@americorps.gov. Note that waivers are not granted retroactively.

Any checks conducted on or after Jan. 1, 2020 cannot be deemed compliant if you are unable to share the results with AmeriCorps under state law and do not follow either of the options above.

We have updated FAQ # 6.6 and the "Using National Sex Offender Public Website and State Repositories Manual," both found on the [website](#), to further clarify the requirements and options for being compliant.

Use of Unapproved Third-Party Vendors

The Office of Monitoring is observing new grant recipients using unapproved third-party vendors to conduct parts of the National Service Criminal History Check, such as the state or sex offender check. Use of these third-party vendors often results in a noncompliant check and cost-based disallowance.

Per [45 CFR § 2540.204](#), there are two approved options to conduct each of the three check components:

- **National Sex Offender Public Website check:** NSOPW.gov or AmeriCorps approved vendor Truescreen
- **State check:** AmeriCorps identified state repository or AmeriCorps approved vendor Truescreen
- **FBI fingerprint check:** AmeriCorps identified state repository or AmeriCorps approved vendor Fieldprint

Use of any other source is not compliant with the regulation. **If you are not using the approved vendors, Truescreen and Fieldprint, you should go directly to the NSOPW.gov website and the designated state repository.**

AmeriCorps provides separate manuals specific to each approved source: "Using AmeriCorps Approved Vendors Truescreen and Fieldprint Manual" and "Using NSOPW and State Repositories Manual." Please follow the instructions in these manuals and go directly to approved sources to ensure your checks are in compliance with [regulations](#). See also FAQ # 7.6 about using other vendors. All manuals and FAQs are found on our [website](#).

[Review Resources](#)

Approved Vendor Updates

New Single Vendor Contract

AmeriCorps currently contracts with two vendors, Truescreen and Fieldprint, to support grant recipients in completing compliant National Service Criminal History Checks. We are pursuing a new contract for one vendor to provide all three check components through one system. A single vendor system will further streamline the check process for AmeriCorps recipients, their applicants, and AmeriCorps. We will provide additional information about the awarded contract, written guidance updates, and training opportunities after the new contract is awarded in January.

Current Vendor User Feedback Survey

As we prepare for a combined vendor option, we are seeking feedback from current approved vendor users through the **National Service Criminal History Check Combined Vendor Survey**. This survey is intended for staff who use Truescreen and/or Fieldprint to conduct any of the required criminal history check components. State commissions and direct grantees whose programs conduct their own checks are encouraged to pass this survey to their sub-grantees. This survey is anonymous. We are not requesting your name or the name of your organization in the survey. This survey will take approximately five minutes to complete.

The deadline to complete the survey is Friday, Dec. 15. Thank you in advance for providing your feedback.

[Take the Survey](#)

If you have questions about this survey, you may contact chc@americorps.gov and copy your portfolio manager.

Training Resources

Training Opportunity for New Recipient Staff

We are pleased to announce a new, recurring training opportunity! Whether you are a first-time grant recipient or simply a new staff member on an existing project, we encourage you attend the first "NSCHC Tour" session in January. This session will be repeated each quarter to walk new staff through available resources and common noncompliance issues. You must complete the NSCHC Annual Required eCourse in [Litmos](#) prior to attending this session.

Quarterly NSCHC Tour for New Recipient Staff
Tuesday, Jan. 23, 2-3 p.m. ET



Annual E-Course: New Spanish Version

A new version of the annual required e-course is now available with Spanish text and captioning. The course, titled "Verificaciones de Antecedents Penales del Servicio Nacional," has been added to the learning path in [Litmos](#).



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