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National Service Criminal History Check: FBI Vendor Update

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Office of Monitoring
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National Service Criminal History Check: FBI Vendor Update

Dear Community Stakeholders:

The AmeriCorps-approved vendor for FBI fingerprint checks, Fieldprint, recently added enhancements to its system to capture a grantee's final adjudication decision. It has come to our attention that some AmeriCorps grantees do not have access to both Fieldprint modules, "My Fitness Determination" and "My Fingerprints." Fieldprint is working to resolve this issue to ensure all grantees have full access to both modules no later than Friday, May 21.

Please note that the new Fieldprint enhancements are not required for grantees to complete the review and adjudication of checks, which can be processed as usual. The enhancements are intended to streamline the adjudication process and do not impact enrollment.

Once grantees have access to the modules, AmeriCorps will release updated criminal history check vendor manuals. However, we are providing the following guidance now to assist grantees in completing FBI checks using Fieldprint.

- **For grantees with access to both modules**, applicant results of *Cleared* or *Not Cleared* are still available to view within the "My Fitness Determination" module. Once viewed, grantees may access the "My Fingerprints" module to indicate the "Grantee Adjudication Decision" for that record as either *pass* or *fail*.
 - *Pass* – the results of the adjudication actions moved the applicant to the next phase of eligibility determination and potential enrollment
 - *Fail* – the results of the adjudication actions resulted in an applicant no longer being considered for work or service.
- **For grantees who only have access to the "My Fitness Determination" module**, adjudication decisions should continue to be documented outside of the Fieldprint system, as done previously, until access to the "My Fingerprints" module is available and "Grantee Adjudication Decision" of *Pass* or *Fail* can be input into Fieldprint.
 - Once access is available, grantees may update the "Grantee Adjudication Decision" with their results. However, adjudication decisions documentation maintained outside of Fieldprint – within the related grant records – are sufficient for this element of compliance.

Fieldprint's "Grantee Adjudication Decision" enhancement does not equate to whether an applicant is ultimately enrolled or not enrolled. The enhancement indicates a grantee's review and eligibility determination for the applicant.

Additionally, Fieldprint's enhancements will allow grantees to indicate the date in which an applicant challenges their Fieldprint results, when applicable.

Thank you for your patience; as AmeriCorps works with the vendor to offer these enhancements to all grantees. If you have questions or would like to request a technical assistance call, please contact monitoring@cns.gov.

As always, thank you for your commitment to national service.

Linda Southcott
Director, Office of Monitoring