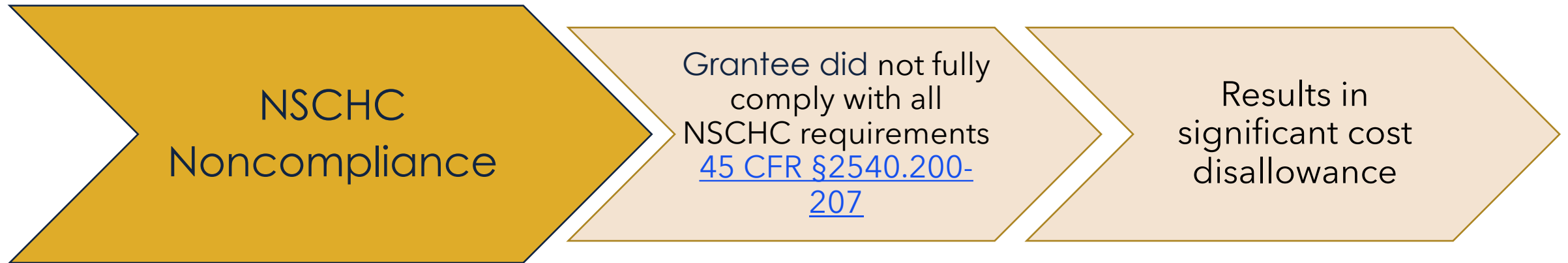


Common Findings of National Service Criminal History Check (NSCHC) Noncompliance

AmeriCorps Office of Monitoring – created September 2023



- Refer to the *NSCHC Manual* (available on the [NSCHC webpage](#)), 'Administrative Remedies and Enforcement for Noncompliance' section for details on NSCHC cost disallowance.
- This resource only summarizes key guidance around top areas of NSCHC noncompliance. **See the [NSCHC webpage](#) and [NSCHC Learning Path in Litmos](#) for complete guidance documents and resources.**

Pay special attention to avoid these common findings!

Missing checks /
unallowable source

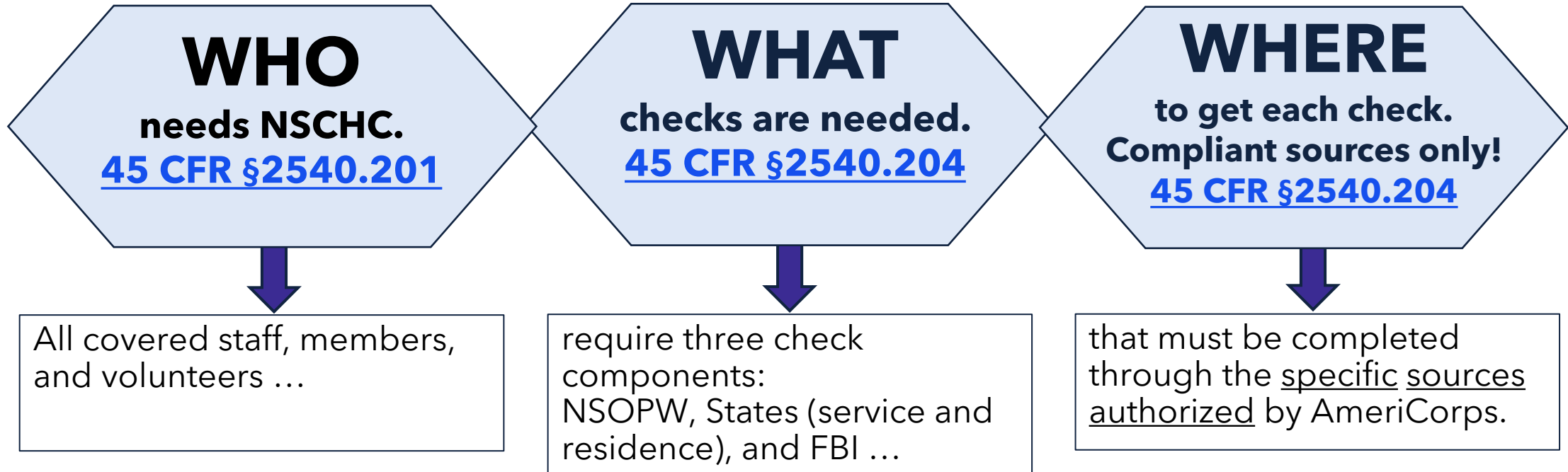
Missing
documentation of
review & eligibility
decision (adjudication)

Wrong name on
name-based checks /
missing document to
support name

Checks not completed
& adjudicated before
start (lateness)

Know the Who - What - Where!

Avoid missing checks / unallowable check source



- Complete checks DIRECTLY through these compliant sources:**
- NSOPW: NSOPW.gov or Truescreen
 - State: AmeriCorps identified state repository or Truescreen
 - FBI: AmeriCorps identified state repository or Fieldprint

Ace your S.A.T.s!

Avoid wrong name, missing adjudication, and lateness

S Spelling

A Adjudication

T Timing

Ace your S.A.T.s!

Avoid wrong name on name-based checks / missing document to support name



SPELLING

- ✓ Spell first and last names on name-based checks *correctly*.
- ✓ Names must *exactly* match an *allowable name document*. See [NSCHC Manual](#) for allowable documents.
- ✓ *Maintain* the allowable name document.
- ✓ *Document process* to reconcile different names, if applicable.

Ace your S.A.T.s!

Avoid missing documentation of review & eligibility decision (adjudication)



ADJUDICATION

- ✓ *Adjudicate*: review all check results and make an eligibility determination.
- ✓ *Clearly document* your review and adjudication, including *when* it took place.
- ✓ *Clearly document* how you determined eligibility if Truescreen/Fieldprint result does not pass/clear the individual.

ADJUDICATION REMINDERS!

A complete NSCHC includes a final, documented adjudication decision from YOU, the grant recipient. You must document your grantee adjudication for each check regardless of which source you use.

Truescreen and Fieldprint:

- ❖ The approved vendors only provide an adjudication *recommendation*.
- ❖ Use the vendor systems to document YOUR review and adjudication decision.
- ❖ Refer to [Using AmeriCorps Approved Vendors Truescreen and Fieldprint Manual!](#)

NSOPW.gov and State Repositories:

- ❖ Refer to [Using NSOPW and State Repositories Manual](#) for details about documenting your review and adjudication using these sources!

Ace your S.A.T.s!

Avoid checks not completed/adjudicated before start (lateness)



TIMING

- ✓ Do it *all on time!*
- ✓ Review that checks are fully compliant and all requirements documented no later than the day *BEFORE* the individual's start date.
- ✓ If you encounter significant delays or barriers outside your control, consider requesting an *NSCHC waiver*, described in [NSCHC Manual](#).

Check your checks!

Monitoring checks early is crucial to avoiding noncompliance and associated cost-based disallowance.

Self-monitoring resources:

- *Overview of Uniform Monitoring Package (UMP) Section 9: NSCHC, on [Office of Monitoring webpage](#).*
- [NSCHC Manual](#): 'NSCHC Documentation' and 'Monitoring for Compliance' sections.
- *Truescreen/Fieldprint monitoring reports: available in your vendor client portal. Use them to monitor early!*