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National Service Criminal History Check Vendor Updates

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Office of Monitoring
Sept. 4, 2024

National Service Criminal History Checks Vendor Updates

FBI Checks Now Available in Truescreen

Truescreen now offers all three required criminal history check components. Note that current Truescreen users must take action to add the FBI check option to their existing accounts.

Truescreen provides instructions for accessing these updates in two guides, which are available in Litmos under [NSCHC Approved Vendor Truescreen - User Guides](#). Please note these guides were updated on Tuesday, Aug. 27, to correct the Truescreen Application Station link.

- If your organization already has a Truescreen account, use the "Truescreen AmeriCorps FBI Amendment Guide" to update your existing Truescreen account to add the FBI check option.
- If your organization does not have a Truescreen account, use the "Truescreen AmeriCorps Grantee Agreement Guide" to create a new Truescreen account.

For more details, please review the updated "Vendor Transition FAQs" resource on our [webpage](#), review Truescreen transition training session recordings in [Litmos](#), and [register](#) to attend Truescreen transition office hours sessions in September and October.

Additional Truescreen System Updates

Truescreen updated information collected during the check ordering process to align with current AmeriCorps regulations and remove unnecessary fields. Truescreen implemented these changes for all existing accounts. See the new [Truescreen AmeriCorps Grantee Guide](#) for current instructions. The system changes consist of:

- Removing the following fields: Access to Vulnerable Populations, Anticipated Start Date, and State Commission Subgrant identification.
- Changing the Name Documentation Verified field from a drop-down menu to an acknowledgement check box.

Truescreen also updated and renamed the monitoring report. The CNCS Monitoring Report is now called the AmeriCorps Monitoring Report, and its columns reflect the

ordering field updates and addition of the FBI check component.

Truescreen Resources

AmeriCorps and Truescreen provide multiple resources to assist your use of Truescreen.

- Resources on AmeriCorps' [criminal history check webpage](#):
 - **Coming Soon!** Using AmeriCorps Approved Vendor Truescreen Manual: includes important guidance for using Truescreen in compliance with AmeriCorps regulations.
 - **New!** Truescreen AmeriCorps Applicant FAQs: frequently asked questions for individuals undergoing criminal history checks through Truescreen.
 - **Updated!** Vendor Transition FAQs: frequently asked questions about the sunset of Fieldprint and changes to Truescreen.
- User guides in [Litmos](#):
 - **Updated!** Truescreen AmeriCorps Grantee Agreement Guide, Version 2: shows the process for setting up a new organization account.
 - **Updated!** Truescreen AmeriCorps Grantee FBI Amendment Guide, Version 2: shows the process for adding the FBI check option to accounts created before August 12, 2024.
 - **New!** Truescreen AmeriCorps Grantee Guide: shows Truescreen system features and the process for grantee staff to order and adjudicate checks.
 - **New!** Truescreen AmeriCorps Applicant Guide: shows the process for applicants to complete their portion of the Truescreen order and schedule fingerprinting with Fieldprint.

Deadline for Fieldprint FBI Checks is Saturday, Nov. 30

Saturday, Nov. 30 is the last day for applicants to complete fingerprinting through *existing* Fieldprint accounts using your organization's Fieldprint Code. This means that applicants must schedule and complete fingerprinting appointments by Saturday, Nov. 30. Fieldprint will not issue mailed print cards after Friday, Nov. 15 to meet this deadline.

If you currently use Fieldprint, you must transition to Truescreen if you wish to conduct FBI checks through AmeriCorps' approved vendor.

Checks completed directly through existing Fieldprint accounts will not be transferred to Truescreen. You will still have access to your organization Fieldprint portal (reports.myfieldprint.com) to review results, adjudicate checks, and access legacy check records.

Future Archiving of Fieldprint Resources

AmeriCorps will archive resources specific to using Fieldprint as a standalone system in early 2025.



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