

**National Service Criminal History Check Steps: Effective May 1, 2021 (updated 9/26/2024)**

	<b>Grant Recipient action using NSOPW.gov and State Repository for NSOPW, State and FBI checks</b>	<b>NSCHC Tip</b>	<b>Grant Recipient action when using agency-approved vendors for NSOPW, State and FBI checks</b>	<b>How agency-approved vendor Truescreen assists NSCHC process</b>
<b>Policies and Procedures</b>	Develop and maintain your organization's NSCHC policies and procedures.	Use <a href="#">Recommendations for Effective NSCHC Policy and Procedures resource</a> .	Develop and maintain your organization's NSCHC policies and procedures.	
<b>NSCHC Annual E-Course</b>	Take <a href="#">NSCHC annual e-course training in Litmos</a> and maintain documentation.	eCourse training should be completed by an individual responsible for conducting NSCHC. Save completion certificates from each year.	Take <a href="#">NSCHC annual e-course training in Litmos</a> and maintain documentation.	
<b>Consent</b>	Obtain and maintain a person's consent before conducting the state and FBI components of the National Service Criminal History Check.	<ul style="list-style-type: none"> <li>• As soon as you select a candidate, begin the NSCHC process.</li> <li>• Remember all checks must be completed and eligibility must be determined <b>no later than the day before an individual starts work/service!</b></li> <li>• If an individual refuses to consent to NSCHC, they are ineligible to serve/work.</li> </ul>	No grant recipient action needed.	Truescreen will capture and maintain consent from applicant.
<b>Service/Work is Contingent on NSCHC</b>	Provide and maintain notice that selection for work or service is contingent upon the organization's review of the NSCHC component results.	One way to provide and document this notice is to include it in your check consent forms, if not using Truescreen.	No grant recipient action needed.	Truescreen will provide and document notice to the applicant that selection for work or service is contingent upon the organization's review of the NSCHC component results.
<b>Conduct the Checks</b>	Go directly to: NSOPW.gov to conduct NSOPW checks; State criminal history repository or AmeriCorps designated alternative to conduct State of Service and Residence checks and FBI checks. Follow guidance in the <i>Using NSOPW and State Repositories Manual</i> .	<ul style="list-style-type: none"> <li>• State of Residence Checks: The state the individual identifies as their place of residence at the time of application.</li> <li>• Applicants seeking to serve or work in a position that requires NSCHC may not be charged for the cost of any component of a National Service Criminal History Check. You may ask a candidate to pay for the check(s) as long as the program reimburses the applicant for the costs.</li> </ul>	Order NSOPW, state, and FBI checks from agency approved vendor, Truescreen, and ensure applicant completes their portion of the process.  Follow guidance in the <i>Using AmeriCorps Approved Vendor Truescreen Manual</i> . Grantee and applicant user guides are available in <a href="#">Litmos NSCHC Learning Path</a> .	After you order the check, you can monitor the case status in your myTruescreen client portal.
<b>Receive the Results</b>	Receive the results. Turnaround time varies by state.	You must maintain documentation of the check results as grant records that can be shared with AmeriCorps.	Receive the results. The average turnaround time for Truescreen checks is 1-5 days.	Truescreen will email the requester when the check order is completed.

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<b>Adjudicate (Eligibility Determination)</b>	Adjudicate the results (make an eligibility determination).	<ul style="list-style-type: none"> <li>• If the individual is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or has been convicted of murder, as defined in 18 U.S.C. 1111, they are ineligible to serve/work.</li> <li>• Suitability is determined by the grant recipients and subrecipients, or service sites. The suitability criteria must be consistent with state and federal Civil Rights and nondiscrimination laws.</li> <li>• An individual may be eligible to work or serve in a position, but a grant recipient, subrecipient, or service site may determine that an individual is not suitable to work or serve in such a position based on criteria that the grant recipient or subrecipient or service site establishes.</li> </ul>	Review Truescreen's adjudication recommendations and adjudicate the results (make an eligibility determination).	Truescreen will provide an adjudication recommendation based on AmeriCorps eligibility criteria. You must make a final adjudication decision.
<b>Document Adjudication (Eligibility Determination)</b>	Document adjudication decision (document eligibility determination).	Your documentation must reflect evidence of <i>when</i> checks were reviewed (adjudicated) and considered when making an eligibility determination.	<ul style="list-style-type: none"> <li>• Document your adjudication decision in Truescreen's system.</li> <li>• If Truescreen returns its 'adverse' or 'do not recommend' result of "Review", more information is needed to make a final eligibility determination. Maintain documentation of the process you implemented to make an eligibility determination.</li> </ul>	Truescreen provides a process to electronically document your adjudication decision in your myTruescreen client portal.
<b>Opportunity to Challenge</b>	If applicable, provide a reasonable opportunity for the person to review and challenge the factual accuracy of a result before action is taken to exclude the person from the position. Document this process and outcome.		<ul style="list-style-type: none"> <li>• If applicable, follow Truescreen's process for allowing the applicant to challenge results. Document whether the applicant challenged the results and the outcome.</li> </ul>	Truescreen will notify and provide opportunity for applicant to review and challenge the factual accuracy of a result before action is taken to exclude the person from the position.
<b>Protect Information</b>	You must take reasonable steps to protect the confidentiality of any information relating to the criminal history check, consistent with authorization provided by the applicant.		If you print or download documentation from Truescreen, be sure to protect the confidentiality of any information. Ensure Truescreen access is removed for exiting staff. Do not share your Truescreen login.	Truescreen's system protects personally identifiable information (PII).