



New Program Training Series: Part I

NSCHC, Member Files, Get Connected

August 6, 2020, 10 am

Agenda

- Introductions in chat box
 - Name
 - Program name/Agency
 - Something you hope to learn about NSCHC
- Review NSCHC – practical application
- Member files – required documentation
- Get Connected Review





NSCHC Rules & Regulations

- Sub-grantees are responsible for reviewing and adhering to the National Service Criminal History Check requirements located in statute [42 U.S.C. § 12645g](#) and supplemented by regulatory requirements at [45 CFR §§ 2540.200-2540.207](#).
- [2020 CNCS General Terms & Conditions](#): Section III, F
- [2020 CNCS AmeriCorps Specific Terms & Conditions](#): Section XV
 - Annual Required Training
- [Ohio AmeriCorps Supplementary Terms & Conditions](#): Section 3
 - Can review Starting Strong slides [here](#)



CNCS Knowledge Network: NSCHC

- [Knowledge Network NSCHC Resources](#)
 - Required Annual Training
 - Additional CNCS Training
 - Federal Regulations
 - CHC Guidance Documents
 - Fieldprint/Truescreen Resources & Manuals



Practical Application

- **Step 1** - Must obtain consent prior to initiating FBI, State of Residence checks (if applicable) and document state of Residence
 - Note if using Truescreen to conduct NSOPW/State of Residence checks, they will obtain consent automatically, but you still need to have an additional form to document the State of Residence at the time of application
- Can be included in application, or separate document
- **NOTE**: you may run the NSOPW check via the website prior to consent, it's a best practice to complete this step before applicant interview.

NSCHC Consent Form Example



SERVE OHIO
Ohio Commission on Service and Volunteerism



Background Check Consent Form

I hereby consent, by signing this document to permit the Cincinnati Zoo & Botanical Garden to conduct a search of state criminal history information and a fingerprint-based FBI check for selection and compliance purposes. If I do not reside in Ohio, I also give consent for the Cincinnati Zoo & Botanical Garden to conduct background checks and receive results from the Bureau of Criminal Investigation located in the state of my residence in addition to the Ohio Bureau of Criminal Investigation.

State of residence when applying to AmeriCorps on americorps.gov website: _____

Signature: _____ Date: _____

Name (printed) as shown on government issued ID: _____

I understand that selection into the Cincinnati Zoo Unto You- AmeriCorps Community Service Program is contingent upon successful clearance of these checks mentioned above and a search of the National Sex Offender Public Website. I understand that if I have been convicted of murder or if I am required to be registered as a sex offender I am ineligible to work or serve in this position.

Signature: _____ Date: _____

Name (printed) as shown on government issued ID: _____



Practical Application

- **Step 2** – decide which vendors you will use and complete checks
 - Approved CNCS Vendors [Truescreen & Fieldprint](#) – will need a credit card on file to process checks (link provides information on how to set up CNCS approved accounts. NOTE: when setting up Truescreen Account, please request mapping access for your Program Officer)
 - NSOPW.gov website
 - Local vendors listed on the [Ohio Attorney General's Website](#) or if you have partnerships already, ensure they are running checks through the OAG's office – will need to reimburse members or may have automatic billing set up with vendors → you will need to use a reason code: NCPA/VCA (Volunteer Children's Act)



Which Checks Do I Run?

- **National Sex Offender Registry name-based check** → all members/AmeriCorps Staff
- **FBI fingerprint-based check** → all members/AmeriCorps Staff
- **State of Residence name-based check** → all members/AmeriCorps Staff who were living outside Ohio during application and are not on the NFF list (as of [May 21, 2020](#): CO, FL, GA, HI, ID, IA, KS, MD, MN, MO, MT, NC, NJ, NY, OH, OK, OR, TN, WV, WY)
- **NOTE:** Any additional checks that your agency requires (this may be the case if you are a school-based program, licensed childcare facility, etc.)



State of Residence Checks

- If you have members who applied to your program from out of state and are not NFF states, you will need to complete a State based check
 - You can refer to [this list](#) on the CNCS website of approved locations in each state repository
 - OR you may choose to use Truescreen to complete State of Residence checks (note: Truescreen does not provide information for CA, DE, LA, NV, NM, VA, MA, MS; territories Guam, Northern Mariana Islands & Puerto Rico) See [Example 1](#) on this CNCS document
 - **NOTE**: You must have an existing account with Truescreen if you choose this option.



HOME | SEARCH | SAFETY AND EDUCATION | ABOUT NSOPW | FAQs | ABOUT DRU

ESPAÑOL | |

SEARCH NSOPW

Search sex offender registries for all 50 states, The District of Columbia, U.S. Territories, and Indiana.

Advanced Search

SEARCH BY NAME

First Name *

Last Name *

Name Search

SEARCH BY LOCATION

Address *

City *

Area *

1 Mile

Location Search





NATIONAL SEX OFFENDER SEARCH

PERFORM A NEW SEARCH

RESULTS

0 records from a national search including all states, territories and Indian Country for First Name begins with *meredith*, Last Name begins with *pugh* that were available at the time your search was performed.

View Participating Jurisdictions

Search performed 8/5/2020 12:00 PM EDT

PRINT VIEW

Perform a New Search

8/5/2020

Search Results



THE UNITED STATES DEPARTMENT of JUSTICE

SMART Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking

DRU SJODIN NATIONAL SEX OFFENDER PUBLIC WEBSITE

NATIONAL SEX OFFENDER SEARCH

0 records from a national search including all states, territories and Indian Country for First Name begins with *meredith*, Last Name begins with *pugh* that were available at the time your search was performed.

Search performed 8/5/2020 12:00 PM EDT

John Hancock

8/5/2020

Meredith Pugh

8/5/2020

PLEASE NOTE: YOU MUST HAVE 2 SIGNATURES ON THE NSOPW RESULTS!



NATIONAL SEX OFFENDER SEARCH

PERFORM A NEW SEARCH



RESULTS

0 records from a national search including all states, territories and Indian Country for First Name begins with *meredith*, Last Name begins with *pugh* that were available at the time your search was performed.

View Participating Jurisdictions

Search performed 8/5/2020 12:00 PM EDT

PRINT VIEW

Perform a new search



DO NOT click Perform New Search, this will limit the scope of your results.

Instead, click **HOME** and go back to the home screen to perform a new search each time



Truescreen

- Review slides on this [CNCS PPT](#) on how to initiate a Truescreen check: slides #27 – 39
 - You create a request in Truescreen and send an email to the recipient
 - The recipient has to complete a few steps and then check is initiated
- There are a few consent forms members must complete
- Members must also upload a copy of their government issued ID

Truescreen

- Truescreen has a lot of training on their website
- In the myReports+ tab, at the bottom of the screen there is a “myRapid Requests section
- This is where you request new checks

The screenshot displays the mytrue.com website interface. At the top, there are navigation tabs for myHome, myReports+, and myTools. Below the navigation, there is a welcome message for Elizabeth. The main content area is divided into several sections:

- Case Search:** A search form with radio buttons for different search criteria: Last Name or Company Name, First and Last Name, First Name, SSNID#/Tax ID Number, Billing Code, Report Request Date, Case Number, and Appstation Code. A Submit button is located below the search form.
- myInProcess Reports+:** A table showing reports in progress. The table has columns for Id, Subject, Status, and SSNID#. There are 10 rows of data, and a note indicates "80 reports in process." Below the table are [back] and [more] links.
- myNew Reports+:** A table showing newly created reports. The table has columns for Id, Subject, Request Date, Level, and Pass/Rev. There are 4 rows of data, and a note indicates "4 reports ready." Below the table are [back] and [more] links.
- Customer Service:** A section titled "How would you like to contact us?" with three radio button options: Chat, Email, and Phone.
- myReport Archive+:** A search form with radio buttons for different search criteria: Subject's Last Name or Corporation Name, First and Last Name, First Name, SSNID#/Tax ID Number, Report Billing Code, Report Request Date (mm/dd/yyyy), Case Number, and AppStation Code. A Submit button is located below the search form.
- myRapid Requests:** A section titled "myRapid Requests" with a sub-header "Order your most frequently requested reports in one simple step." and a link labeled "myRapid Requests".

A green arrow points to the myRapid Requests section.



Practical Application

- **Step 3** – adjudicate/review Criminal History Check results
 - Must review/sign results and retain copies in the member file
 - NSOPW – must be completed & reviewed BEFORE the first day of service/work
 - FBI/State of Residence – must be INITIATED no later than the first day of service/work
 - NOTE: remember, you must check the box for enrollment that the check has been initiated before you can enroll members.

Adjudicating/Reviewing CHC

Truescreen – NSOPW & State of Residence

- Web portal houses the results – do not need to print out copies, but must be made available to Program Officer during monitoring & indicate in file results are in system
 - Review member government issued ID documents uploaded in web portal – timestamped
 - Review results – timestamped

NSOPW.gov – NSOPW

- Must print out and sign & date each result
- Need to acknowledge if there are multiple results, that each person listed is not your member.



NSOPW Sample

www.ServeOhio.org | @ServeOhio

8/5/2020

Search Results



THE UNITED STATES
DEPARTMENT of JUSTICE

SMART Office of Sex Offender Sentencing, Monitoring,
Apprehending, Registering, and Tracking

DRU SJODIN NATIONAL SEX OFFENDER PUBLIC WEBSITE

NATIONAL SEX OFFENDER SEARCH

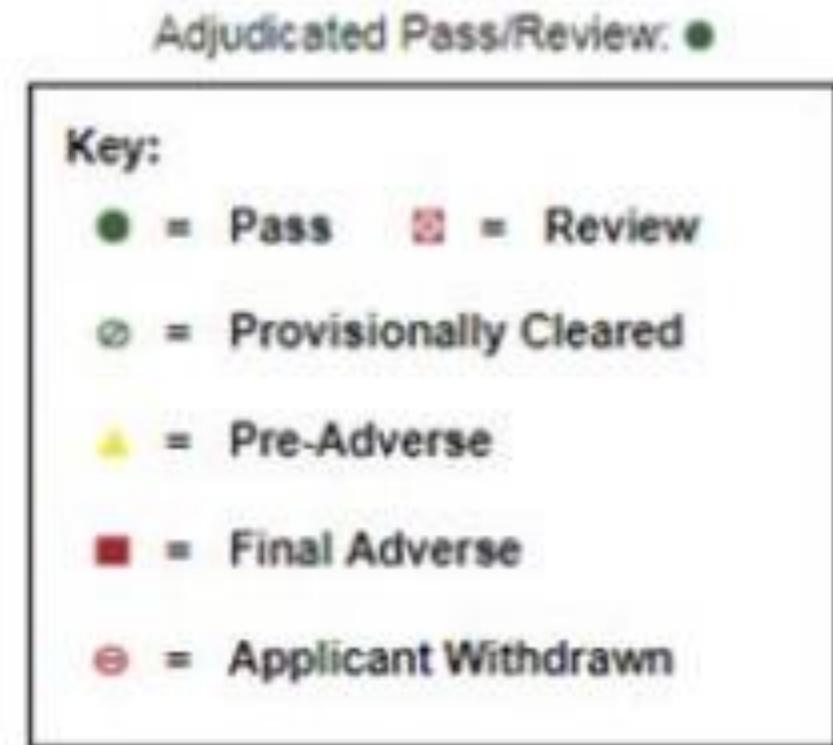
375 records from a national search including all states, territories and Indian Country for First Name begins with *john*, Last Name begins with *smith* that were available at the time your search was performed.

Search performed 8/5/2020 1:14 PM EDT

OFFENDER	AGE	ALIASES	ADDRESS
 ALLEN, LYNN CHARLES	60	ALLEN , LYNN C CREA , JEFFERY W CREA , JEFFERY WAYNE GREG , JEFF GREG , JEFFREY WAYNE SMITH , JOHN YOCKUMN , DOUGLAS ALLEN YOUNG , DARRELL YOUNG , DAVID YOUNG , DOUGLAS DAI	256000 block of HWY 101 PORT ANGELES, WA 98362 N/A Residence <i>Meredith</i> Incorrect address
 ANTOINE, JEAN	48	ANTOINE , JEAN B ANTOINE , JEAN BERNARD SMITH , JOHN <i>Meredith</i>	TRANSIENT MIAMI, FL 33167 MIAMI-DADE Residential <i>Meredith</i> Incorrect address

Truescreen

- Review [CNCS PPT](#) to learn how to adjudicate and document Truescreen results (slides: #9 – 23)
- There is an easy key to reference to note if you have reviewed the checks yet





Adjudicating/Reviewing CHC

Fieldprint – FBI

- Fieldprint provides an automatic adjudication recommendation based on CNCS eligibility criteria (NOTE: your program may have a more stringent policy)
- Web portal houses the results – you must still generate a copy and sign to ensure you reviewed and agree with the CNCS adjudication

Other Vendor – FBI

- Once agency receives physical/web-based FBI result, AmeriCorps Program staff must sign and date their review
- Copies must be placed in member file



July 22, 2019

Amanda Smith
123 Sesame Street
Warrensburgh, NY 12885



CRIMINAL HISTORY RECORD CHECK
AUTHENTICATION NO. CS002921519A2536
ICN: E12388941359811233

The Ohio Bureau of Criminal Investigation (BCI) has completed a criminal history record check on the applicant listed below.

When authorized by law, an individual may have their criminal history sealed. In the event that an applicant has a sealed record, certain parties are permitted to receive such information to determine whether an applicant is legally disqualified from performing specific work.

Sealed records are disclosed based upon the **Reason Fingerprinted**, as submitted on the background check transaction and listed below. Sealed criminal histories will be provided in a manner consistent with the reason that the records are requested, regardless of the destination of the result.

There are no convictions on file with this office for this applicant.

Name: Amanda Smith
Date of Birth: January 20, 1996
SSN: XXX-XX-4458
BCI Completion Date: July 17, 2019
Reason Fingerprinted: other: VOLUNTEER CHILDREN'S ACT

8/5/2020

This letter is valid for one year from the record check completion date. This letter may be photocopied by the prospective employer and retained by the applicant.

Thomas J. Stickrath, Superintendent
Ohio Bureau of Criminal Investigation

Pursuant to Ohio Revised Code section 109.57(E)(2), BCI can only provide information relating to the criminal convictions and guilty pleas. BCI is also only permitted to provide information regarding juvenile adjudications if the adjudication was for Aggravated Murder, Murder, or for a sex offense for which the offender still has a duty to register.

FBI Results from
Vendor: Sample

Fieldprint Adjudication Recommendation



You should generate a copy of this report with date and signature of your review.

NOTE: if you get a “not cleared” result – you will need to follow the steps to obtain a RAP sheet to determine if the member is eligible to serve

Adjudication recommendation

Document the results were considered when selecting the individual. There are many ways to conduct this documentation.

Click to view consent form

Applicant information is above and cropped out

Order Information		
Order Number:	[Redacted]	
Program - Division:	[Redacted]	
Date Received:	09/13/2018 12:36	
Date Completed:	09/13/2018 17:03	
Status:	Results Received	
Fitness Determination:	Cleared	
Activity:	Activity	Date
	Web Appointment # [Redacted] Scheduled for Sep 13 2018 2:00PM	09/13/2018 12:36
	Prints Transmitted to FBI with TCN: [Redacted]	09/13/2018 16:54
	FBI returned results	09/13/2018 16:55
	Adjudication results received	09/13/2018 17:03
Fingerprint Information		
Transaction Control Number:	[Redacted]	
Reason for Fingerprinting:	CNCS SAA	
Channeling Agency:	FBI-AFIS	
Fingerprint Site:	Fieldprint Site - Bend, OR (Postal Connections) 2660 NE Highway 20 Forum Shopping Center, Suite 610 Bend, OR 97701	
Appointment Date:	09/13/2018 02:00 PM	
Date Fingerprinted:	09/13/2018 04:54 PM	
<i>Meredith [Signature]</i>		
8/5/2020		
Services		
Adjudication:	Completed	
Documents		
Document	View	
Privacy Act Notice		
Release		



Practical Application

- **Step 4** – maintaining documentation in the Member/Staff Files (using the checklist)
 - Copies of checks, virtually accessible
 - Document initiation & consent



NSCHC Member/Staff File Checklist

- Document required to be in every AmeriCorps Staff and member file
- Can be found on our website [here](#) in the NSCHC Section
- The document is designed to help you stay organized and keep track of the NSCHC and member file requirements to stay in compliance



2020-21 National Service Criminal History Check Checklist and Member/Staff File Documentation



This form **must be saved** as grant record in each individual's file. This form can be completed in Microsoft Word and can be printed for your file after completion. You may also print out the form (PDF) and complete it by hand. This form will be used during Monitoring Visits to ensure Member/Staff File Compliance. **All AmeriCorps members and staff in covered positions** serving in the State of Ohio must undergo all three components of the NSCHC Assessment or participate in the National Fingerprint File (NFF) Alternative Search Procedure (ASP). The NSCHC Enforcement guidance can be found on the [CNCS website](#).

When coding the reason for the State and FBI checks, please use the code: NCPA/VCA – Volunteer Children’s Act. You may need to [register](#) your organization with BCI through the [Volunteer and Employee Criminal History \(VECHS\)](#) program in order to receive FBI results



Program Name:	Service Year:
Member/Staff Name:	Member/Staff Start Date:
Name of Staff Completing form:	Date form completed:

Verify identity & eligibility through:

Eligibility verification:

Birth Certificate or US Passport

OR

US National, Resident Alien Documentation (ID #: _____)

Identity verification:

Government-issued photo ID (ID #: _____ Expiration: _____)

and social security card

OR

You will first document the review of **eligibility documents**. You must physically review the documents

REMEMBER: you do not need to keep copies unless you are required to submit them to egrants for verification

Make sure you are using the most current version: 2020-21 Service Year



Next complete the section about the **NSOPW name-based check**

REMEMBER: if you are using Truescreen, you do not need to have a 2nd signature on the document

COMPONENT 1 - National Sex Offender Public Website (NSOPW) Check

National Sex Offender Public Website Check using the <http://www.nsopr.gov> website.

Checklist Items - NSOPW

- NSOPW check conducted (with correct spelling of member/staff name and all states report back on one page for one complete check).
 - Two-person certification with signatures on timestamped screenshot, printout or cover page of the NSOPW result in member file.
- Date NSOPW completed: [Click here to enter a date.](#)

Updated: July 2020

1

- NSOPW check result dated prior to the first day the individual accrued hours.
- If the NSOPW search returns any results, include documentation that shows that your candidate is not one of those listed (ex: signature/initial on document).

If all boxes were not checked, please contact your ServeOhio Program Officer.



Ohio participates in the National Fingerprint File (NFF). Per the Corporation for National and Community Service (CNCS) Alternative Search Procedures (ASP) and ServeOhio NSCHC requirements: under the NFF if a required state check is from a state that participates in the NFF, the program does not need to conduct the check in that NFF state if they have conducted a fingerprint based-FBI check.

In addition to the CNCS National Service Criminal History Check guidelines, my agency requires additional background checks (ie: BCI, State check, etc) Yes No

COMPONENT 2- Federal Bureau of Investigation (FBI) Check

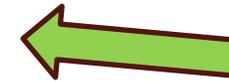
Checklist Items - FBI

- FBI check initiated no later than the first day the individual accrued hours
- FBI check reviewed. Date: _____ Reviewed by: _____
- If accompaniment was required, accompaniment documentation is attached/in file.

If all boxes were not checked, please contact your ServeOhio Program Officer.

Next complete the section about the **FBI finger-print based check.**

NOTE: Additional checks are not required (unless a member's State of Residence is different from Ohio and not an NFF state. We simply ask to know what else to expect in the member file.





Next complete the section about the **State of Residence** if different from Ohio

COMPONENT 3 - State of Service and State of Residence Checks

If an AmeriCorps member lives out of state at the time of application, a State of Residence Check must be conducted for the state of residence stated at time of application.

A list of state repositories can be found: https://www.nationalservice.gov/sites/default/files/documents/table-of-designated-state-repositories-and-alternates-02-17-2017_508.pdf

Checklist Items - State of Service Check
<input type="checkbox"/> State of service check initiated no later than the first day the individual accrued hours
<input type="checkbox"/> State of service checks reviewed. <u>Date:</u> _____ Reviewed by: _____
<input type="checkbox"/> If accompaniment was required, accompaniment documentation is attached/in file.
Checklist Items- State of Residence Check <input type="checkbox"/>N/A
Is State of residence a National Fingerprint File (NFF) state <input type="checkbox"/>Yes <input type="checkbox"/>No
<input type="checkbox"/> State of residence check completed because state of residence and state of service differed.
<input type="checkbox"/> State of residence checks reviewed. <u>Date:</u> _____ Reviewed by: _____
<input type="checkbox"/> If accompaniment was required, accompaniment documentation is attached/in file.

If all boxes were not checked, please contact your ServeOhio Program Officer.



Practical Application

- Accompaniment – if a member’s FBI/State of Residence checks are pending when the member begins service, they should be accompanied
 - Use the Accompaniment form found on our website here
 - If virtual Accompaniment is required, you need to work with your Program Officer to create a policy

SERVE **OHIO**
Ohio Commission on Service and Volunteerism

Accompaniment Reminder

All Ohio AmeriCorps members are considered serving with recurring access to vulnerable populations, even during orientation, therefore the individual must be accompanied while their State and/or FBI checks are pending (even during orientation). “Accompanied” means they’re in the physical presence of someone who meets the definition of “compliant accompanier”. Once results clear (through either the state check(s) or the FBI check), accompaniment can cease. **For individuals who will be teleserving as a result of the COVID-19 pandemic, programs must ensure that communication with vulnerable populations includes accompaniment and should follow the agency policy on virtual accompaniment.** *Note:* When the state of residence differs from the state of service, then both state checks must be reviewed to cease accompaniment. Contact your ServeOhio Program Officer with questions regarding accompaniment.

Ohio AmeriCorps Accompaniment Log



Instructions: Members and staff for whom FBI and State of Residence (if applicable) checks have been initiated but results remain pending must be accompanied with the assumption that the individual will be in the presence of vulnerable populations (Ohio AmeriCorps Supplemental Terms and Conditions OSTC 3.1.1). This form must be completed by the member or staff each day of service while their results remain pending; multiple lines will be necessary on days when time is split between responsibilities, or when accompaniment is provided by different persons during the day. **For individuals who will be teleserving as a result of the COVID-19 pandemic, programs must ensure that communication with vulnerable populations includes accompaniment and should follow the agency policy on virtual accompaniment.**

The time recorded on the Accompaniment Log and the Member's OnCorps timesheet must match in order to be deemed accurate. **Please attach OnCorps timesheets to this log.** Accompaniment must continue through the date the FBI and State of Residence (if applicable) results have been reviewed by the Program Director or AmeriCorps Staff (OSTC 3.4). **The Results Review Date below should therefore reflect the date results were reviewed.** Program Director/Supervisor signature at the bottom of this form indicates that all persons providing accompaniment were properly cleared for access to vulnerable populations. Members and Staff should sign each Accompaniment Log at the bottom as they are completed even if multiple pages are necessary. Completed Accompaniment Logs must be maintained in member/staff files as part of the grant record and are subject to compliance audit by ServeOhio and/or CNCS.

Member/Staff Name (Print) _____ Member/Staff Start Date _____ Results Reviewed _____
(person needing accompaniment)

Date	Time		Location	Activity	Accompanier (Name and Title)	Accompanier (Signature)	Member/Staff Initial <small>(person needing accompaniment)</small>
	(IN)	(OUT)					



Practical Application

- Member files – use the checklist to determine what other documents are required
 - In addition to the required items, you may choose to have separate sections to keep track of member communications: time off requests, suspension/early exit documentation, discipline documentation, etc.



MEMBER FILE DOCUMENTATION

1. Member Service Agreement signed and dated by Member and Program Staff before or on first day of service? Y N

2. Following documentation is present in member file:
 - Publicity Release Y N
 - W-4 Form Y N
 - Enrollment/Waiver of Healthcare (FT) Y N
 - Enrollment/Waiver of Childcare (FT) Y N

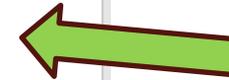
3. Following components within the Member Service Agreement:
 - Member Eligibility/Minimum Qualifications Y N
 - Terms of Service (Start date, minimum number of service hours, slot type: FT, HT, etc) Y N
 - Living Allowance: proposed cumulative amount, distribution frequency & schedule, proration policy (if applicable), disbursement amount before taxes Y N
 - Education Award eligibility (service hours and other requirements to earn award) Y N
 - Acceptable conduct and prohibited activities – **updated** with [2020 CNCS T&C](#) Y N
 - Requirements under the Drug-Free Workplace Act (**initialed by member**) Y N
 - Suspension and Termination rules Y N
 - Circumstances where member can be released for cause/Education award implications Y N
 - Circumstances where a member can be released for CPC – **updated** with [2020 CNCS T&C](#) Y N
 - Member Service Position Description Y N
 - AmeriCorps Teleservice Policy Y N
 - Member reassignment statement in MSA (**initialed by member**) Y N
 - **Updated** 2020 Ohio Member Grievance Policy (**initialed by member**) Y N
 - Ohio Department of Job & Family Services Unemployment exclusion (**initialed by member**) Y N
 - Nondiscrimination Public Notice (Found [here](#) in CNCS General Terms & Conditions III, L.) Y N



MEMBER/STAFF ELIGIBILITY CERTIFICATION (should be signed after the form is completed and eligibility requirements for the AmeriCorps program have been reviewed)

I certify that this member is eligible for service as outlined in the eligibility requirements of CNCS and ServeOhio:

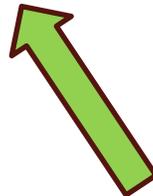
AmeriCorps Program Staff: _____ Date _____



SIGNATURES/VIRTUAL REVIEW CONFIRMATION (to be signed/documentated virtually after monitoring is complete)

AmeriCorps Program Staff: _____ Date: _____

ServeOhio Staff Member: _____ Date: _____



The bottom section will be completed during the monitoring process later in the year

Program should complete the top section & sign off that the member/staff is eligible to serve/work according to CNCS, ServeOhio & Agency requirements

Member File Checklist Best Practices

- **DO NOT** wait until the day/week before monitoring to complete this form.
- The form is designed to help you ensure all documents are in order and compliant – if there are errors, it is best to identify them sooner rather than later
 - NSCHC instances of noncompliance have a cost-based fine or disallowance attached to them – so the longer you wait, the bigger the fine!
- If possible, have another set of eyes review your files!





CNCS Training – Truescreen/Fieldprint Resources

- Create CNCS Truescreen account
 - Slide #13 of this [CNCS PPT](#)
 - Initiate a check slides #27 – 39
- [Review & Adjudicate Truescreen results](#)
 - Highlights common errors when reviewing & gives real examples
- [CNCS - NSCHC Training Website](#)
 - Videos, ppt slides
- [Truescreen/Fieldprint Manual](#)
 - Thorough guide how to set up and use platforms



NSCHC Enforcement Guide

- The Corporation for National and Community Service has issued the [National Service Criminal History Check \(NSCHC\) Guide to Enforcement Action](#). This guide describes what constitutes NSCHC noncompliance, potential administrative consequences for noncompliance, and how and when to implement specific administrative corrective action or enforcement for NSCHC noncompliance.



Member File Accessibility

- OSTC 3.9
 - Sub-grantee must make NSOPW results available through a secure digital format for review by ServeOhio Program Officer upon request.
- ServeOhio will likely conduct virtual monitoring for the 2020-21 Program Year and we may require review of NSOPW results early in the PY.

National Service Criminal History Check (NSCHC) training

- ✓ Complete CNCS National Service Criminal History Check (NSCHC) training every year



- ❑ Each recipient must identify at minimum one relevant staff person to fulfill this requirement on behalf of the program.
- ❑ Programs should save certificates of completion from each year as part of grant record.
- ❑ Recipients and subrecipients should complete this requirement and be certified no later than thirty days after completing Starting Strong training. (August 15th, 2020)
- ❑ Send the certificate to your AmeriCorps Program Officer upon completion.

NOTE: you will need to print off or take a screenshot of the certificate before exiting the session and send the certificate to your ServeOhio Program Officer

ServeOhio strengthens communities through AmeriCorps and volunteer engagement.



GET CONNECTED

A PROGRAM OF SERVE **OHIO**

Recruitment – Get Connected!

(<https://serveohio.galaxydigital.com/>)



Find your local volunteer center! Some Ohio Counties are served directly by a volunteer center, not ServeOhio's Get Connected platform. Check here first to see if there is a volunteer center in your community.

CLICK HERE TO
FIND YOUR
VOLUNTEER
CENTER



AmeriCorps Opportunities

AmeriCorps is your chance to put your ideals into action while learning new skills, making new connections, serving your community, and earning money to pay for college.

FIND
AMERICORPS
OPPORTUNITIES



Interested in registering your organization? Click here first!

We encourage all organizations to post opportunities with their local volunteer center.

CLICK HERE TO
REGISTER
YOUR
ORGANIZATION



Recruitment – Get Connected

- [Get Connected](#) – Another recruitment tool at your disposal & it's free!
- Central location for all AmeriCorps & Volunteer opportunities to be posted across Ohio
- Your agency can use this site to recruit for other Volunteer opportunities as well
- Please have your agency profile created by **August 14th**



Get Connected: AmeriCorps Member Position Checklist

1. Create Agency Profile

- If your organization is not likely to recruit volunteers for other volunteer opportunities, you can [create an agency profile](#) for your AmeriCorps Program. However, if your organization may post volunteer opportunities for the organization as a whole, you may want to [create an agency profile](#) for your entire organization, not your AmeriCorps Program.
- Once you submit your information, ServeOhio needs to approve your agency profile prior to posting your member position descriptions.



Get Connected: AmeriCorps Member Position Checklist

2. Post your AmeriCorps Member Position Descriptions

- Under the “opportunities” tab of your agency profile, you can click the “Add New Opportunity” button to create your opportunity. Make sure you select the **“Ohio AmeriCorps Opportunities” Initiative** to ensure your opportunity shows up on the AmeriCorps initiative page. Also, make sure the opportunity mentions **AmeriCorps** clearly either in the title or in the opportunity description.
- Opportunities do not need to be approved by ServeOhio. Once you have your agency profile, you can post opportunities for member positions, national days of service projects, or any other opportunity that requires registration.



Get Connected: AmeriCorps Member Position Checklist

3. Keep your Postings Updated

- Make sure you keep the content updated if you have staff changes, site changes, etc. This is especially important for ongoing volunteer opportunities – it's easy to forget about them!

4. Recorded Get Connected AmeriCorps Technical Assistance Training

- Should you want further assistance with Get Connected, you can review the recorded Webinar from June 17, 2020
- <https://www.youtube.com/watch?v=FfyCjQtluuY>

Questions





Next Training: Member Management – August 20, 20at 10am

- We will discuss the following:
 - Member Service Agreements & Position Descriptions
 - AmeriCorps Program Handbooks/policies