



National Service Criminal History Check (NSCHC) Documentation Checklist

1.	Name of Individual (in covered position)	
2.	Start Date	
3.	Returning individual and their break in work/service did not exceed 180 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No (running new checks)
4.	Our organization has a waiver NOT to use CNCS Vendors from Commission?	<input type="checkbox"/> Yes <input type="checkbox"/> No (using Truescreen/Fieldprint as required)

5.Verification of Identity

Checks must be conducted on the first and last name as it appears on the government-issued photo ID.

- Copy/Review of government-issued photo ID in member file *and/or*
- On file in Truescreen/Fieldprint

6.Written Consent (and candidate’s understanding that their position is contingent on eligibility determined by the NSCHC results)

- Captured in member file *and/or*
- Captured in Truescreen/Fieldprint

7.NSOPW Check: *must be completed and adjudicated before start date*

Date Adjudicated:

8.State of Service (XX) Check: *must be completed and adjudicated before start date*

Date Adjudicated:

9.State of Residence Check: *must be completed and adjudicated before start date*

Date Adjudicated:

- N/A (at the time of application, the individual physically resided in IN and did not require out-of-state check)

10.FBI Check: *must be completed and adjudicated before start date*

Date Adjudicated:

11.Consideration of results

- I have reviewed and considered the results of these checks and certify that this individual is eligible for work or service.

Signature

Date

Reminders

Reminders are intended to complement annual NSCHC training requirements, the CNCS NSCHC Manual, Truescreen/Fieldprint training materials, and the Serve IN program handbook. This is not a full list of instructions or requirements for compliant NSCHC. Please consult your Program Officer with any questions.

Verification of Identity

- It is important that programs are reviewing government-issued photo ID prior to initiating checks to verify exact name and correct spelling, including any hyphens or characters, are used.

Truescreen

- All Truescreen checks must be completed **before** the first day of work/service. Do not rely on a timestamp. Before means (at minimum) the day before.
- Be sure to always pick NSOPW+INDIANA from the drop-down menu when ordering checks.
- If out of state is required for state of residence, type that state into the request box.
- Always review the CNCS Truescreen ASP and CNCS state by state chart to determine if a state check is unavailable/waived by CNCS.
https://americorps.gov/sites/default/files/document/2022_05_13_NSCHCManual_OM.pdf
- Completed checks include two parts in Truescreen:
 - ID verification in the system – review and take action
 - Adjudication in the system – review and take action
- Use the CNCS Monitoring Tool function to quickly assess if the ID was reviewed and adjudication completed, these dates must be **before** the first day of work/service.
- Retention: Truescreen retains records for 7 years. Programs are responsible for keeping grant records with the associated grant year.

Fieldprint

- FBI check must be completed **before** the first day of work/service. Do not rely on a timestamp. Before means (at minimum) the day before.
- Completed checks include two parts for Fieldprint:
 - Clear or Not Clear status in the system
 - Adjudication outside the system – document review (this is most easily completed by signing and dating a download of the results, or having a formal system in place to document results were received and reviewed)
- If an individual receives a “not clear” status, the program must take [additional steps](#) to verify eligibility and finalize adjudication. Consult with your Commission Program Officer if you are unsure of those additional steps and documentation needed.
- Retention: Fieldprint has varied retention that has proven inconsistent. Commission retention requirements is 7 years. Programs are responsible for keeping grant records with the associated grant year. Therefore, it is suggested programs download and retain Fieldprint documentation.

Organizational/Program Policy & Procedure

In addition, Serve Indiana requires all programs have a detailed policy and procedure on file outlining how to ensure NSCHCs are completed and adjudicated on time, every time. Failure to complete NSCHCs on time, every time may result in cost disallowances. For more information on NSCHCs: <https://americorps.gov/grantees-sponsors/history-check>