## APPLICANT INFORMATION

*Name must match the legal name of the individual, as reflected on the documentation used to verify identity*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Name  Click or tap here to enter text. | | Last Name  Click or tap here to enter text. | | | MI  Click or tap here to enter text. |
| Position Title  Click or tap here to enter text. | | | Start Date  Click or tap here to enter text. | | |
| Is this individual serving a consecutive term with break in service of ***less than*** 180 days? | No  Yes | If you responded ***Yes***, are checks from the previous term of service being used for this term? | | Click or tap to enter a date. No  Yes | |

## Truescreen (NSOPW, State of Service, State of Residence)

*Must complete/ adjudicate* ***prior to*** *the start of service or work*

|  |  |
| --- | --- |
| Copies of adjudicated Truescreen check results are retained in individual’s file. | |
| The applicant’s State of Residence is **\_\_\_\_\_\_\_\_\_\_\_**. The State of Residence check requirement is satisfied by the State of Service. State of Residence section below is intentionally left blank. | |
| State of Residence: | Click or tap here to enter text. |
| Is a State of Residence Check required? (choose one) | State of Residence Check **is** required: copy of adjudicated Truescreen check result is retained in individual’s file.  State of Residence **is not** required because it is covered by CNCS’s Truescreen ASP or is an NFF State (and individual has an FBI check). |

## FIELDPRINT (FBI Fingerprint-Based Check)

*Must complete/ adjudicate* ***prior to*** *the start of service or work*

|  |  |
| --- | --- |
| Copy of adjudicated Fieldprint results are retained in individual’s file. | |
| If an individual had a “**not cleared”** status on their Fieldprint result, the following additional documentation is maintained: | Evidence the program used in making eligibility determination. |

Instructions

*This page is intended to provide instructions on completing the NSCHC Verification Form and does not need to be kept in individual files.*

## APPLICANT INFORMATION

1. Please enter the First and Last Name ***exactly*** as it appears on the documentation used to verify the identity that is uploaded to Truescreen.
2. If a member had a gap in service with the same program that was less than 180 days, the program may use the previous checks for the current term of service. The program should make a copy of the original checks to maintain in the current program year member file (as well as retaining the original checks in the original term of service member file).
3. If an applicant is under the age of 18 on their first day of service, a NSCHC is not required. The program should include a memo explaining that, sample template provided.

## TRUESCREEN

1. Checks must be completed/adjudicated **prior to** the start of service/work for the individual. For this reason, OneStar is only tracking completion date.
2. Please see [sample Truescreen Reports](http://onestarfoundation.org/wp-content/uploads/2019/06/Truescreen-Adjudicated-Sample-Updated1.pdf) to verify correct reports are being retained.
   1. Summary page will have a green dot beside Adjudicated Pass/Review indicating program adjudication.
   2. Adjudication History page (using the “Adjudicate This Case” link). The date the **program** adjudicated the checks, listed under “Action Date” will be considered the date of completion.
3. Please review [AmeriCorps’s NSCHC Manual: Pre-Approved NSCHC Waivers](https://www.nationalservice.gov/sites/default/files/resource/02_24_21_May1NSCHCManual_OCRO_1.pdf) to determine which states do not require a separate state of residence check. States covered under the Truescreen waiver are listed in waiver #1, and states covered by the National Fingerprinting File waiver are listed under waiver #2.

## FIELDPRINT

1. Checks must be completed/adjudicated **prior to** the start of service/work for the individual. For this reason, OneStar is only tracking completion date.
2. Once the program has received results from Fieldprint those results should be downloaded and/or printed and saved. The program **must document adjudication** by signing, dating, and timestamping the results. This can be done through an electronic signature or written signature.
3. Please see sample Fieldprint results to verify correct documentation is being retained. If an individual receives a “not cleared” status on the Fieldprint results, the program must take additional steps to verify eligibility. The program must retain the Fieldprint results, maintain documentation of evidence the program used in making the eligibility determination, and include a contemporaneously dated memo to the file documenting determination of the individual’s eligibility. Please see sample Fieldprint Not Cleared Memo.