Truescreen, Fieldprint & Member Enrollment (eGrants) Systems

"Serving with AmeriCorps, I didn't give up a year for service. I gained a lifetime of experience."
—@Mry123

#MadeInAmeriCorps

WWW.SERVE.DC.GOV

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Agenda

1. What is a Truescreen and Fieldprint check?

2. What is the Truescreen and Fieldprint process?

3. What information is required for CNCS grant recipients or sub-recipients to set up a Truescreen and Fieldprint account?

4. Member Enrollment

Serve DC Goals

Eliminate barriers to compliance

Reduce noncompliance

Minimize monitoring burden

National Service Criminal History Checks (NSCHC)

Requirement set by Congress and implemented by CNCS

Significant financial penalties instituted by CNCS for noncompliance – Disallowed Costs

Grantee Responsibilities

- Grantees will still be responsible for:

  - Understanding who needs to complete NSCHC
  - Selecting states of service/residence
  - Initiating checks on time
  - Making final adjudication and selection decision
  - Maintaining documentation after 7 years
  - Internal policies and procedures

What documentation must I maintain for the NSCHC process?

☑ Document that they verified the candidate's identity through government-issued photo identification

☑ Document that they obtained written consent from candidates to perform checks (e.g. as part of service agreement)

☑ Document the candidate's understanding that his or her position is contingent on eligibility determined by the results of the NSCHC (e.g. as part of service agreement)

☑ Document that they performed a nationwide NSOPW + State(s) + FBI checks, which must be completed before the first day of the start of service or work

NSOPW and State Checks: Truescreen

Truescreen will provide State and/or NSOPW checks with an adjudication recommendation. Truescreen will also capture the following information:

- Government issued photo ID
- Individual's consent to perform checks
- Individual's understanding that selection to serve/work is based on the NSCHC results
- Individual is informed of and given the ability to review challenge the factual accuracy of a result before action is taken to exclude the individual from the position
- Anticipated start date
- State of residence at time of application
- State of service/employment
- Record final grant recipient adjudication decision
- Truescreen process timestamps

Truescreen Account Set Up

- Go to https://applicationstation.truescreen.com/
- Sign up to create a username/password for ApplicationStation
- Sign into Application Station and submit the agreement code when prompted: **CNCS Agreement**
- Complete the Agreement
- Truescreen will reach out for the Credit Card and Action Letters and Account Manager contact information
- Truescreen will create your account after Credit Card and Action Letters (in Word) are provided. Account creation may take 3-5 business days
- Truescreen will set up the accounts and send out login credentials to https://MyTruescreen.com
- Truescreen will email you when your account is ready and offer training – TAKE THE TRAINING!
- In MyTruescreen, you will be able to order and track checks

Truescreen: State Checks

Some states do not get checked by Truescreen:

- <u>NFF States</u>: National Fingerprint File states share information with the FBI, so FBI check covers the same information

- <u>Exempt States</u>: States that Truescreen cannot check for administrative reasons (sometimes called "Truescreen ASP States" by CNCS)

For NFF and Exempt states, the Fieldprint FBI check takes the place of a State Check

Exempt and NFF States

Exempt:

- California, Delaware, Louisiana, Massachusetts, Mississippi, Nevada, New Mexico, Virginia
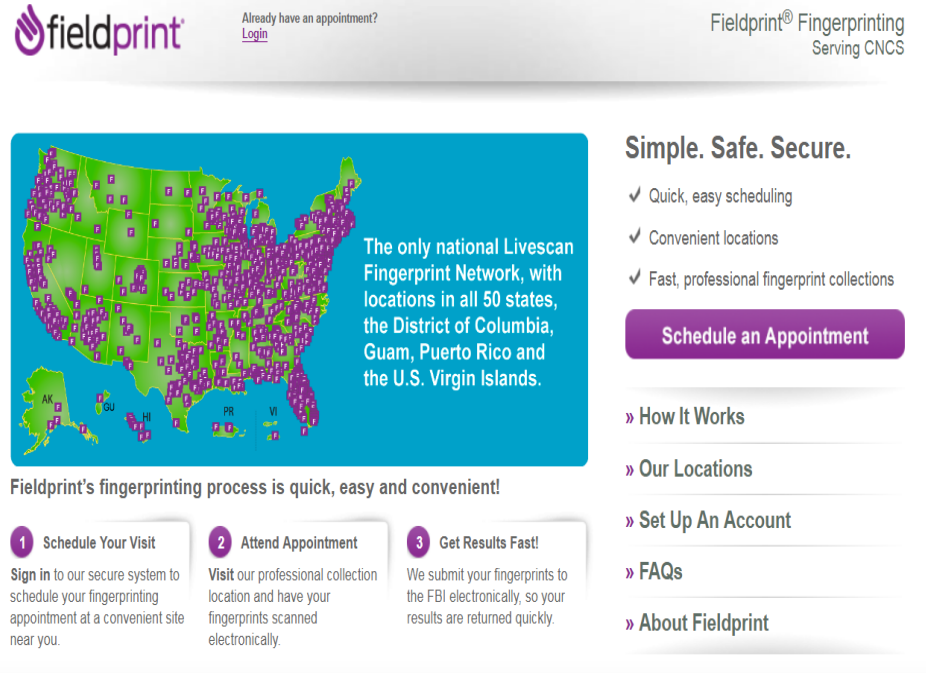
- Guam, Northern Mariana Islands, Puerto Rico

NFF States:

- Colorado, Florida, Georgia, Hawaii, Idaho, Iowa, Kansas, Maryland, Minnesota, Missouri, Montana, New Jersey, Ne York, North Carolina, Ohio, Oklahoma, Oregon, Tennessee, West Virginia, Wyoming

Fieldprint: FBI Checks

- FBI Channeler approved by CNCS   to provide adjudicated FBI checks

- Locations in all 50 states, DC, Guam, Puerto Rico and Virgin Islands

Toll-free phone: (877) 614-4364
CustomerService@fieldprint.com

Fieldprint: FBI Checks

- Fieldprint offers an online process for recipients to get fingerprint FBI checks

- Go to www.fieldprintcncs.com and click on "Set Up an Account"

- Program provides code for members/staff to make appointment for fingerprinting

- Fieldprint will send an email when an individual's check is complete, which should take no more than three business days.

Fieldprint Adjudication Recommendations

- Neither CNCS or Fieldprint can release specific criminal history information obtained from the FBI to recipients.

- Fieldprint reviews the specific criminal history information against a set of criteria to generate one of two recommendations:
  - Cleared
  - Not Cleared

Cleared does not necessarily mean eligible and not cleared does not necessarily mean ineligible.

Truescreen and Fieldprint Documentation and Compliance

Required Documentation and Compliance	How Fieldprint and Truescreen can assist recipients with CNCS Documentation and Compliance requirements: • The checked box symbol indicates that this step is captured when using Fieldprint for FBI fingerprint checks **and** Truescreen for both NSOPW and state check(s).
• Document that they verified the individual's identity through government-issued photo identification (e.g. ID number, photocopies of ID, etc.)	**Truescreen:** Applicants are required to upload a copy of a government issued photo identification. This can be accessed under the applicant's file in the recipient Truescreen account. For applications who have a Maine government-issued photo ID will upload a signed statement instead.
• Document that they obtained written consent from candidates to perform checks (e.g. as part of service agreement)	**Truescreen:** Consent to conduct a state and NSOPW check is captured by Truescreen and individual consent forms can be accessed in the recipient's Truescreen account. **Fieldprint:** Consent to conduct an FBI check is captured by Fieldprint and individual consent forms can be accessed in the recipient's Fieldprint account.

• Document the candidate's understanding that his or her position is contingent on eligibility determined by the results of the NSCHC (e.g. as part of service agreement)	**Truescreen:** Understanding is captured by Truescreen and individual consent forms can be accessed in the recipient's Truescreen account. **Fieldprint:** Understanding is captured by Fieldprint and individual consent forms can be accessed in the recipient's Fieldprint account.
• Document whether the individual has recurring or episodic/no access to vulnerable populations	**Truescreen:** Recipient will indicate access when ordering checks and this information is available on Monitoring Reports.
• Document that they performed a nationwide NSOPW search before the candidate begins work or service (see maintain check results below for additional requirements).	**Truescreen:** Individuals in covered positions cannot begin work/service/hours until the NSOPW is complete (check is conducted and the recipient has adjudicated the results). Truescreen will capture time stamps of the process.

• Document NSOPW check adjudication; document that NSOPW results were reviewed and considered and the candidate was cleared to serve or work (e.g. sign and date document, create cleared memo, etc.)	**Truescreen:** Recipient must adjudicate Truescreen results. Individuals in covered positions cannot begin work/service/hours until the NSOPW is complete (check is conducted and the recipient has adjudicated the results). Truescreen will capture time stamps of the process.
• Document state(s) check adjudication; document that the state(s) check results were reviewed and considered and the candidate was cleared to serve or work (e.g. sign and date document, create cleared memo, etc.), as applicable	**Truescreen:** Recipient must adjudicate Truescreen checks in the Truescreen system. Individuals in covered positions cannot begin work/service/hours until the state check is complete (check is conducted and the recipient has adjudicated the results. Truescreen will capture time stamps of the process.
• Document FBI check adjudication; document that the state(s) check results were reviewed and considered and the candidate was cleared to serve or work (e.g. sign and date document, create cleared memo, etc.), as applicable	**Fieldprint:** Recipients will receives a clearance recommendation from Fieldprint

• Maintain NSOPW check results, while providing confidentiality. (Compliant NSOPW check results must be complete (all states, territories and Indian Country must be reporting), dated, and the name searched must match the first and last name of the government issued photo identification.	**Truescreen:** CNCS records will be maintained for a minimum of seven years from date of inquiry.
• Maintain state check(s) results, while providing confidentiality (Compliant state check(s) results must be dated, from the designated CNCS state repository or CNCS designated alternative and, if a name based search the name searched must match the first and last name of the government issued photo identification.)	**Truescreen:** CNCS records will be maintained for a minimum of seven years from date of inquiry.
• Maintain dated FBI check results, while providing confidentiality	Grantee should maintain Fieldprint results.

Questions?

My AmeriCorps
AmeriCorps National Programs
Member Enrollment

Introduction

The following presentation will guide AmeriCorps National Program users through how to enroll and place a member in My AmeriCorps Portal located in eGrants.

Important Considerations

- All of the My AmeriCorps tutorials and webinars focus on the functionality of the system rather than grant requirements or program policies.

- The My AmeriCorps system does not include comprehensive compliance checks.

- We recommend that programs set their own policies around system use and monitor usage for compliance.

Program Responsibilities

- Programs are responsible for ensuring the data values they enter via the MyAmeriCorps Portal are accurate and submitted within the required timeframes.

- Verify Social Security Number and citizenship eligibility automatically or by hand in eGrants when member accepts invitation.

- Before AmeriCorps member's first day of service:
  - ✓ Complete NSOPW
  - ✓ Complete State (s)/FBI background checks
  - ✓ Verify these steps are completed in eGrants

- Certify member enrollment no later than **8th calendar day** from member's start.

Member Responsibilities

❖ Members should complete the Enrollment Form as soon as possible after it becomes available to them, but no later than **30 days** after the start date of their service.

❖ If members applied to AmeriCorps through the My AmeriCorps portal, they will be asked to fill out the Enrollment Form after they accept the offer.

❖ If member applied to your AmeriCorps program outside of My AmeriCorps and received an invitation to enter the Portal upon acceptance by the program, the member will immediately be asked to fill out the Enrollment Form.

Members cannot be successfully enrolled in the National Service Trust to receive their Segal AmeriCorps Education Award until their Enrollment Form has been completed.

Pre-Enrollment

➤ Pre-enrollment allows an individual to be screened by the Social Security Administration matching database prior to being enrolled in the Trust.

➤ A program already would have completed screening the individual for suitability for the planned service activities and have conducted, reviewed, and adjudicated a National Sex Offender Public Website (NSOPW) check.

➤ So long as a member has completed screening and review of all required checks a program may enroll them.

   ➤ Note: It is possible to enroll a member on their first day of service.

AmeriCorps members **may not** be enrolled in the MyAmeriCorps Portal before a grantee receives their Notice of Grant Award.
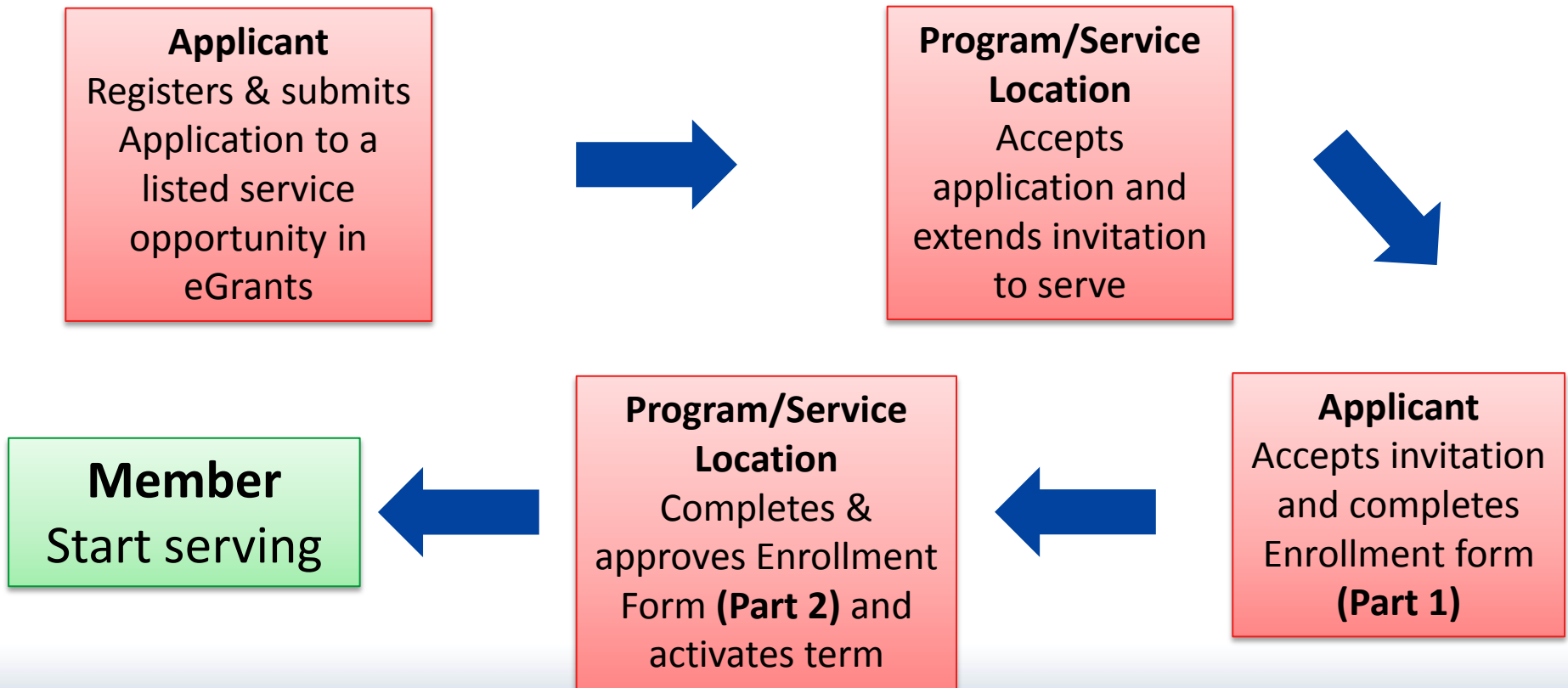
Grantee Administrator:

❖ eGrants user role that gives full access to My AmeriCorps Portal.

❖ Grantee Admins at the **state commission** will have access to all grants, operating sites (or sub-grantees/programs), and service locations at the legal applicant organization.

❖ Grantee Admins at the **state programs/sub-grantees** will have access to all grants (or operating sites) and service locations at the legal applicant organization.
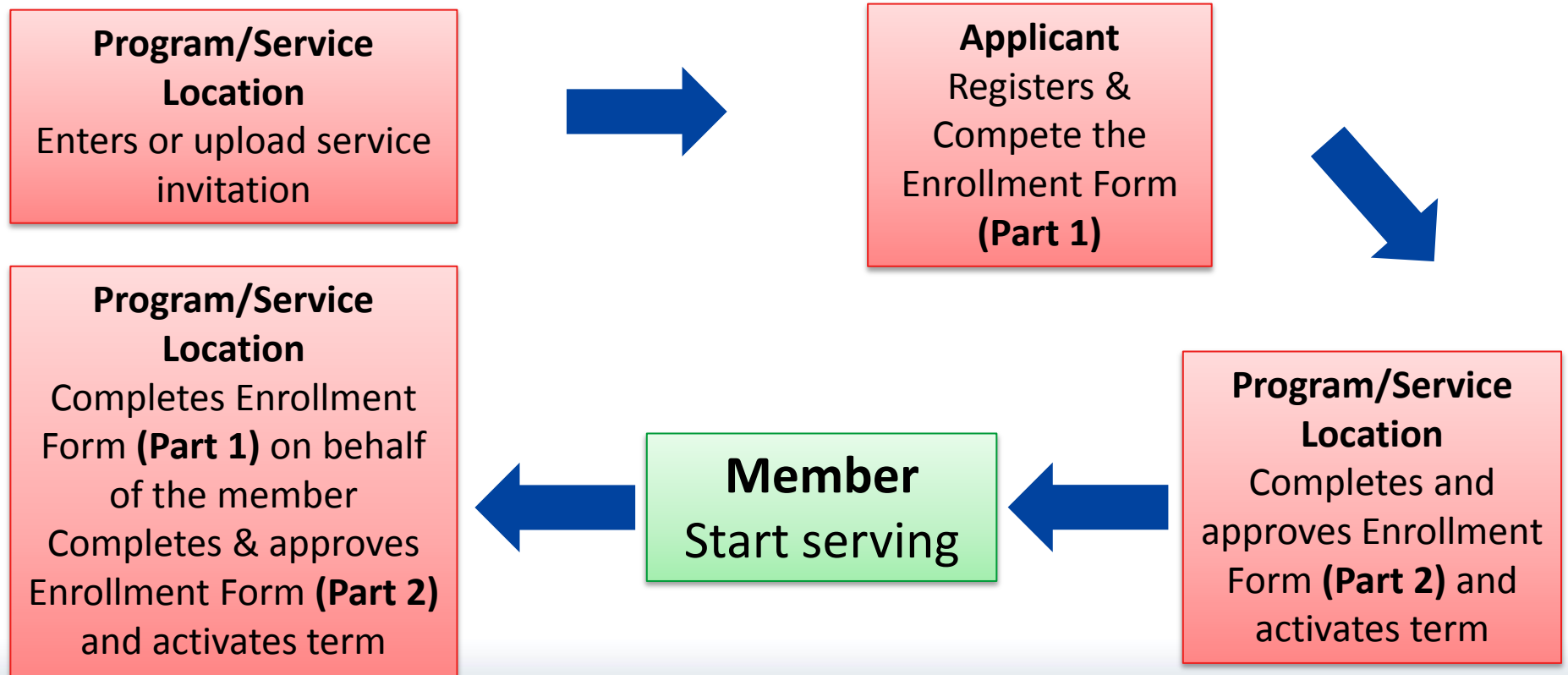
Member Enrollment via My AmeriCorps Application Process

Applicant
Registers & submits Application to a listed service opportunity in eGrants

→

Program/Service Location
Accepts application and extends invitation to serve

↓

Applicant
Accepts invitation and completes Enrollment form **(Part 1)**

←

Program/Service Location
Completes & approves Enrollment Form **(Part 2)** and activates term

←

Member
Start serving

Member Exit

- When an AmeriCorps member ends service, the grantee will need to exit them from the eGrants Portal within 30 days of their last day of service.

- Members must complete their own exit form in the Portal unless the program has received a waiver to use paper forms.

- Once completed, the system will indicate the member has been exited.

- Once the program finishes the exit form, the member receives two (2) emails with details regarding the earned Eli Segal Education Award.

- The program is responsible for maintaining proper documentation of data entered into the Portal. The required documentation should be part of the program's policies and will be regularly monitored by Serve DC.

Questions?

Resources

Grantees should reach out to Serve DC for additional resources and guidance as it relates to your specific AmeriCorps program.

Instructions for creating member service opportunities:
https://www.nationalservice.gov/build-your-capacity/grants/manage-americorps-state-and-national-grants

Training:
https://www.nationalservice.gov/CHCVideoLibrary

Knowledge Network Page:
https://www.nationalservice.gov/resources/criminal-history-check

NSCHC Using Fieldprint and Truescreen:
https://www.nationalservice.gov/documents/2018/nschc-using-fieldprint-and-truescreen

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THANK YOU!!

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If you have questions, please contact Serve DC via email or phone at these addresses / numbers!

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