NATIONAL SERVICE CRIMINAL HISTORY CHECKS (NSCHC) GUIDELINES

Using Staff Time as Match
All Corporation for National and Community Service (CNCS) subgrantees (including mini-grant recipients) must conduct National Service Criminal History Checks (NSCHCs) on any employee who is recording their staff time as match. Please know the organization must maintain records of the cleared and completed checks for six years.

1. **NSOPW:** Any employee listed in the match column must complete the National Sex Offender Public Website (NSOPW) check before billing time to the grant. The NSOPW is a free check. The following steps must be taken to properly conduct the NSOPW:
   a. Obtain written consent from the employee to conduct the NSOPW check. Ensure this written consent includes a signature and date.
   b. Search the NSOPW using the employee’s legal first and last name (as it appears on their driver’s license).
   c. Ensure that all states, territories and Indian Country are reporting data to the NSOPW. Any entities not reporting will pop up in red text. If any entity is not reporting, the search will need to be run again at a later time until ALL states, territories and Indian Country are reporting data to the NSOPW.
   d. Print the results and review.
   e. If there are no individuals that pop up on the NSOPW search, sign and date the results.
   f. If there are individuals that pop up on the NSOPW search, each individual will need to be reviewed and a written note provided as to why this is not the employee originally searched. Examples could include “wrong birthdate”, “name doesn’t match”, “lives in another state”, etc. Each written note should be accompanied by a signature and date.
   g. Provide the employee an opportunity to review the printed results and have them sign and date the results.

2. **State of Service Check:** Any employee listed in the match column must complete a State of Service (Kansas) background check before billing time to the grant. The Kansas Criminal History Check costs $20. The following steps must be taken to properly conduct the Kansas Criminal History Background Check:
   a. Obtain written consent from the employee to conduct the NSOPW check. Ensure this written consent includes a signature and date.
   b. Request a name-based background check using the employee’s legal first and last name (as it appears on their driver’s license).
   c. Review the results and ensure that the employee does not have any murder convictions (the only offense prohibited under this grant).
   d. Sign and date the results, affirming that they have been reviewed and cleared.
   e. Provide the employee an opportunity to review the printed results and have them sign and date the search results.
3. **What vendors do you use to complete the NSCHC rechecks?**
   a. **Fieldprint** (setup instructions page 2)
      - FBI fingerprint check only
      - [https://www.fieldprintcnscs.com/](https://www.fieldprintcnscs.com/)
   b. **TrueScreen** (setup instructions page 9)
      - NSOPW + state check
      - [https://applicationstation.truescreen.com](https://applicationstation.truescreen.com) (Use agreement code: CNCSAgreement)