

National Service Criminal History Check

Policies & Procedures

"Habitat Build & Repair Corps" AmeriCorps Program

The National Service Criminal History Checks (NSCHC) is a baseline screening requirement established by law to protect the beneficiaries of national service. Central Berkshire Habitat for Humanity is mandated to fulfill all NSCHC requirements as an operational AmeriCorps State site.

Who is required to comply?

Any individual who works / serves on the operational grant provided by AmeriCorps state funding. This includes AmeriCorps members serving in the Habitat Build & Repair Corps and staff members in cost reimbursement positions related to the grant.

Potential or current AmeriCorps applicants must be able to access public information regarding the requirements of NSCHC online at www.berkshirehabitat.org/serving-opportunities. Website and application materials clearly state that positions are contingent upon approval of a state and federal background check. The criteria for ineligibility are accessible to the public via the website portal. Applicants are reminded during the interview process of all requirements, including NSCHC, that must be completed in order to join the program. Approved members must sign a policy acknowledgement form giving consent to begin the background check process before commencing next steps in onboarding.

Applicants cannot be required to pay any fee for the completion of NSCHC requirements.

Who is ineligible to serve/work on an AmeriCorps grant?

You are considered ineligible to serve/work as an AmeriCorps or in cost reimbursable position if:

- You refuse to consent and complete the NSCHC.
- You make false statements in connection with NSCHC.
- You are registered or required to be registered on a state sex offender registry or the National Sex Offender Registry.
- You have been convicted of murder as defined in 18 U.S.C. 1111.

What checks are required?

DOJ National Sex Offender Public Website Check:

Determines the applicant's status on the NSOPW sex offender registry. Registration on the National Sex Offender Public Website for any reason immediately equates to declination or dismissal from the program.

FBI Criminal History Check:

Includes digital fingerprinting taken at a designated third-party kiosk. Includes a review of criminal convictions and probation. Results returned to CBHFH will be considered for program acceptance based on:

- The nature of the crime and its relationship to your position in the program.
- The time elapsed since the conviction.
- The number of convictions.

- Risk to the integrity of CBHFH, its programs, and its partners.
- Risk to the integrity of Massachusetts Service Alliance or AmeriCorps.

Findings Review

Results are reviewed and adjudicated by the Program Director and, if necessary, the Chief Executive Officer. If the applicant is ineligible because of NSCHC component results, they will be given a reasonable opportunity to review and challenge the factual accuracy of the results before action is taken. Any and all costs associated with an ineligible individual will be disallowed.

Documentation reflects when and by whom the checks were reviewed. All required components were completed and on file. All required components were conducted on time.

Privacy & Confidentiality

Consent

Notice

Annual e-course requirement

Online e-course training in NSCHC must be completed each year by a minimum of one staff person. Assign staff to retake the course, annually, prior to the expiration of the certificate.

Who is responsible?

Documentation

The grant recipient must maintain evidence that the first and last name used on name based checks should reflect the current name of the individual. Describe acceptable identification sources.

When must checks be completed?

All checks must be completed and adjudicated (results returned & approved) no later than the day before service or work commences.

For more information about the National Service Criminal History Check requirements as they pertain to Central Berkshire Habitat for Humanity's Build & Repair Corps program call (413)442-3181 or email info@berkshirehabitat.org .