Member File Check Review Guidelines

- **No Visible SSN**
  - There should be no social security number listed anywhere on IPT or on any member forms.
- **IPT Member Contact Info**
  - Member contact information and emergency contact information should be listed in two places: on the Student Detail page on IPT, and on the Enrollment Eligibility form.
- **Enrollment Eligibility**
  - This form needs to be signed and dated on or before the day the member starts their term. Hours cannot be recorded until this form and the MSA are filled out and signed by the member.
  - This form is what the member signs to give consent for the program to perform a background check. You cannot initiate a state or FBI check without consent.
  - All contact information must be filled out.
  - Address should be the same as the address listed on the Student Detail page.
- **Enrollment in eGrants**
  - Members must be enrolled on eGrants within 30 days of the start of their term.
- **MSA**
  - MSA must be signed on or before the day the member starts their term: hours cannot be recorded until this form and the Enrollment Eligibility form are signed and filled out by the member.
  - Position description must be listed on the MSA.
  - Benefits that the program is providing must be included.
- **Agreement Addendum**
  - This form must be signed on or before the day the member starts their term.

Background Checks:

The following language must be included on the background check documentation:

- A (state only or state & FBI) criminal history check was conducted through the Utah State Bureau of Criminal Identification. The results of this check were reviewed and used in determining eligibility for an AmeriCorps position.
  This criminal history check was performed in accordance with the Serve America Act to determine eligibility for service in an AmeriCorps program. Any further dissemination or use of this check is prohibited by state statute 53-10- 108.
  OR
- A (state only or state & FBI) criminal history check was conducted in accordance with the CNCS approved Alternate Search Protocol. The results of this check were reviewed and used in determining eligibility for an AmeriCorps position.
- **NSOPR**
  - This search MUST be done before the member begins their term of service. A consent form is not required to run an NSOPR search because it is public information. You do not need to wait for them to sign their Eligibility Enrollment form before running this search.

- o Make sure this search includes all states and territories. If some jurisdictions are temporarily unavailable at the time you do the search, please run the search a second time at a later date.
- o If any individuals show up on the search, check that they are not the member. If your member's name does show up on the search: you must conduct a more in-depth inquiry to determine whether the person who appears on the NSOPW is your applicant or is someone with the same name. Compare the registered offender's photograph from the NSOPW to the candidate's photo identification or check in person. The statewide criminal history search will also provide helpful information to determine whether or not the candidate is the person on the registry.
  - ▪ If individuals who are NOT your member show up on the NSOPR search, please write a small explanation next to each name explaining how you know they are not your member. For example, different birthday, different name, individual is incarcerated, etc.
  - ▪ Anyone listed on the NSOPR is ineligible to serve.
- o Whoever runs the NSOPR check must sign the form before uploading it to IPT.
- **FBI Criminal History Checks**
  - o FBI Criminal History Checks must be initiated no later than the member's first day of service. "Initiation" is defined as one step further than consent to run a background check. Your program policies and procedures must clearly state in your policies and procedures
- **State Criminal History Checks**
  - o For people with recurring access to vulnerable populations, programs must conduct an NSCHC with three components:
    - ▪ A nationwide name-based check of the NSOPW
    - ▪ Either a name- or fingerprint-based search of the statewide criminal history registry in the candidate's state of residence and in the state where the person will serve or work; AND
    - ▪ A fingerprint-based FBI check.
  - o If members do not have recurring access to vulnerable populations, you will only need to run the NSOPR and a state check or an FBI check.
  - o Only the first page of the background check should be uploaded on IPT. Retain full copies in your secured files.
  - o If both a Utah State and FBI check are run through BCI - upload the FBI check only.
  - o If an out of state check is required, you need to upload that in addition.
- **Accompaniment**
  - o Accompaniment is required while FBI or State check results are pending.
  - o Accompaniment Form 1 and Accompaniment Form 2 must be filled out on IPT. These documents must have the dates the member was accompanied, and who the member was accompanied by.
- **Mid-Term Evaluation (Full time/half time members ONLY)**
  - o A midterm evaluation is required only for full time and half time members.
- **Final Evaluation**
  - o A final evaluation must be completed for all members.

- **Service Hour Records**
  - Timesheets must be signed by the member, site supervisor, and program director.
  - Hours cannot be logged in advance before they are served.
- **% Hours Compliance: Service hours, fundraising, member development**
  - 20% of hours can be dedicated to member development
  - 10% of hours can be logged as fundraising with Program Director approval.
- **Benefits Form (FT only)**
  - If benefits are being provided to a member, a form showing the member is being provided benefits must be uploaded. This applies to Full Time members only.
  - If benefits are not being provided to a member, a signed opt-out form must be uploaded on IPT.
- **IPT Exit Form**
  - This form is required for all members, unless a member is not available to complete the form at the time of exit (for example, if the member is terminated for cause due to job abandonment).
  - Exit form must be signed by both the member and site supervisor.
- **Exit in eGrants**
  - Members must be exited on eGrants within 30 days after their term ends.