

## Member File Check Review Guidelines

Updated 4/25/2023

- **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.
  - All contact information must be filled out.
  - The address should be the same as the address listed on the Student Detail page.
- **Enrollment in eGrants**
  - Members must be enrolled on eGrants within 8 days of the start of their term (Updated June 24<sup>th</sup>, 2019)
- **Member Service Agreement (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.
- **National Service Criminal History Check (NSCHC)**
  - The NSCHC must be conducted, reviewed, and an eligibility determination made by the grant recipient or subrecipient based on the results of the NSCHC **no later than the day before a person begins to work or serve on a NSCHC-required grant**. Work or service hours include AmeriCorps funded orientation and training activities.
  - The following language should be included on all NSCHCs: 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.
    - **FBI Criminal History Checks**

- FBI Criminal History Checks must be COMPLETED NO LATER THAN THE DAY BEFORE the member starts their term of service.
- Only the first page of the background check should be uploaded on IPT, **unless Fieldprint and Truscreen were used, then full reports must be uploaded to IPT**
- **State Criminal History Checks**
  - State Criminal History must be COMPLETED NO LATER THAN THE DAY BEFORE the member starts their term of service
  - Only the first page of the background check should be uploaded on IPT. Retain full copies in your secured files, **unless Fieldprint and Truscreen were used, then full reports must be uploaded to IPT**
- If both a Utah State and FBI check are run through BCI - upload the FBI check only.
- If an out of state check is required, you need to upload that in addition.
- **NSOPW**
  - NSOPW must be COMPLETED NO LATER THAN THE DAY BEFORE the member starts their term of service.
  - **If using Truescreen - the NSOPW is captured for you**
  - A consent form is not required to run an NSOPW search because it is public information. You do not need to wait for them to sign their Eligibility Enrollment form before running this search.
  - Make sure this search includes all states and territories.
  - 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 members show up on the NSOPW search, please write a small explanation next to each name explaining how you know they are not your member. For example, different birthdays, different names, individuals are incarcerated, etc.
  - Anyone listed on the NSOPW is ineligible to serve.
  - Whoever runs the NSOPW check must sign the form before uploading it to IPT.

- **Hours cannot be recorded until the NSOPW check is uploaded to IPT**
- **Mid-Term Evaluation (Full time/half time members ONLY)**
  - A midterm evaluation is required only for full time and half time members.
- **Final Evaluation**
  - A final evaluation must be completed for all members.
- **Service Hour Records**
  - Timesheets must be signed by the member, site supervisor, and program staff.
  - 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.