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## My Expectations for Background Checks: "On Time, Every Time"

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A Message from the CEO

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Corporation for  
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Dear National Service Colleagues,

As a community, we are committed to protecting those who participate in our programs and the individuals they serve.

That is why I am writing to reinforce the need for all grantees to conduct criminal history background checks **on time, every time** for any individual that receives CNCS funds or matching funds as stated in our regulations.

These checks are required by law and CNCS regulations to exclude sex offenders and other criminals from our programs.

Last year, we discovered that some of our grantees had not conducted the required checks in a timely or complete manner. That is unacceptable.

In response, CNCS initiated a one-time assessment period to give grantees a moment to bring their programs into compliance.

Going forward, I expect every grantee to conduct and document the required criminal history checks on time, every time in compliance with the regulations.

If CNCS cannot verify that you complied, the consequences are clear: grantees should expect to lose out on money for those staff and participants. Getting the criminal history checks done right and on time 100% of the time is a top priority for me, and it should be for you too.

Achieving this goal is a partnership—and we have heard input from the field to make the

requirements clearer and compliance easier. We have added staff to answer questions and [updated our website with key information](#) and [FAQs](#), and I have asked my team to continue to roll out other options in the near future. But now it's up to you to make it happen: on time, every time.

It is important to note that the criminal history check is just the first step in safeguarding our members and those they serve. You must have safeguards to prevent anyone from being a victim of violence or mistreatment at a service site.

For those of you who are consistently in compliance, I applaud you. For others, I know we can do better together, and I look forward to hearing about the results of your efforts to conduct background checks in a timely, complete manner as required by our regulations.

Warmest Regards,



Wendy Spencer, CEO  
Corporation for National and Community Service

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