

NSCHC Steps Checklist

Follow these steps to clear individuals

Remember, staff members from your program must be cleared with the NSCHC before they can charge hours to your CNCS grant.

- ❑ Verify identity through government-issued photo identification (maintain documentation)
- ❑ Get written consent from candidates to perform checks (maintain documentation)
- ❑ Document candidate's understanding that his or her position is contingent on eligibility determined by the results of the NSCHC (maintain documentation)
- ❑ Determine check types. Access to vulnerable populations will determine components of the NSCHC needed
- ❑ Select sources. When going through a vendor; make sure you are getting results from CNCS-approved sources
- ❑ Perform a free, nationwide NSOPW search before candidate begins work or service (maintain documentation)
- ❑ Initiate and pay for additional check component(s). State(s) and/or FBI checks must be ordered before candidate begins work or service (maintain documentation)
- ❑ Provide accompaniment while checks are pending when service or work involves vulnerable populations (maintain documentation)
- ❑ Document receipt date when check results arrive (maintain documentation)
- ❑ Consider check results, as cleared candidates can now become fully instated (maintain documentation)
- ❑ Cease accompaniment once a candidate has cleared the state or FBI check
- ❑ Provide opportunity to review finding, being mindful of Civil Rights laws and particularly when negative results surface
- ❑ Maintain results, while providing confidentiality