



## AmeriCorps Student Leaders in Service Criminal History Check Policy

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### **Background:**

The Corporation for National & Community Service has established the following provision **effective October 1, 2009:**

Section 1612 of the Serve America Act adds a new section to the National and Community Service Act, codifying existing AmeriCorps criminal history check requirements, with two significant changes. First, it expands coverage to all individuals receiving “a living allowance, stipend, national service educational award, or salary through a program receiving assistance under the national service laws” —regardless of the type of service the individual is performing or the individual’s access to vulnerable populations. Second, it states that an “individual shall be ineligible to serve in a [covered position] if such individual has been convicted of murder...” This is in addition to the current suitability criteria rendering ineligible individuals who are registered, or required to be registered, on a State sex offender registry.

### **ASLIS Policy:**

1. The ASLIS Program Coordinator will conduct a National Sex Offender Public Registry (NSOPR) check on every applicant. The results of the NSOPR check are reviewed *before* an applicant can serve. An individual who is registered, or required to be registered, on a sex offender registry is automatically disqualified from serving.
2. All members enrolled after October 1, 2009 are required to complete a background criminal record check in order to participate in the program, regardless of type of service.
3. The *service* site supervisor must complete the **Site Agreement and Member Development Plan** with the member and check whether or not the member will receive a criminal background check *prior* to service.
4. If the service site supervisor checks yes, they will need to complete the **Criminal Record Check Verification Form** that verifies the member underwent a CORI check *prior* to service. The applicant’s identity must be verified by examining a government-issued photo identification card. If results are pending, the service site supervisor should note that they will send in a completed form later.

5. If your institution automatically conducts a CORI on every student applying for the ASLIS program, it is the site supervisor's responsibility to fill out the **Criminal Record Check Verification Form**.

6. If neither the service site nor institution require a criminal background check, then the member must complete the **CORI Request Form** and the ASLIS Program Coordinator will conduct the check.

7. The applicant may review and challenge the factual accuracy of a result before action is taken to exclude the applicant from the position.

8. The completed **Site Agreement and Member Development Plan** and **Criminal Record Check Verification Form** (if applicable) must be returned to the ASLIS Program Coordinator *before* the member will be enrolled in the program.

9. ASLIS must conduct a criminal registry check and NSOPR check the first time an individual applies to our program, but a second check is **not** required for an individual who is serving a consecutive term of service within the same program. A consecutive term of service means that there is no intervening break in service of more than 30 days during which the applicant did not serve in that specific program. However, if an individual applies for a second (or later) term of service with a different program, a new check is required.

#### **Temporarily Serving under Supervision:**

For any member whom the results of a State criminal registry check are pending: the member may serve temporarily at a service site with vulnerable populations, however, he/she is not permitted to have access to children, persons age 60 and older, or individuals with disabilities without being accompanied by an authorized program representative who has previously been cleared for such access.

In order for a member to serve temporarily with these populations until results come back, the authorized program representative who will supervise the member and the campus supervisor must complete the **Verification Form for Temporary Supervision** and submit it to the ASLIS Program Coordinator before that service can count. Once the member passes the criminal background check, he/she can serve at the site without the program representative's supervision.