

WI Association for Runaway Services

New Background Check Procedure 2011/2012

WHO

All new **and continuing** AC Members are now required to pass an FBI fingerprint check before they are allowed to have unsupervised access to youth. In addition all Grant Funded Employees (including supervisors used for match funds) hired **after April 21 2011** are also required to pass an FBI fingerprint check. This is in addition to the checks conducted in previous years.

If there is more than 30 days between the end of the continuing Members first year of service and the beginning of their second year of service you will also need to redo all previous background checks (NSOPR, CIB and WCCA). If the continuing Member re enrolls within 30 days of the end of their first term these checks do not need to be repeated. The finger print check of the **continuing** member can be initiated before the 30 day enrollment period.

WHAT

The following checks are required for new AmeriCorps Members and Grant-Funded Employees hired after April 21, 2011

- 1) BID form
- 2) a check of the state criminal history registry for the state of WI (CIB check) as well as the STATE WHERE THE RESIDENT RESIDES AT THE TIME OF APPLICATION

For WI information is available at www.doj.state.wi

For other states criminal history registries go to, www.national.service.gov/screeningtoolkit and view pages 108-112

- 3) A check of the National Sex Offender Public Registry; www.nsopr.gov
- 4) An FBI Finger print check
- 5) AC Members are required to undergo a check of the Wisconsin Circuit Court Access (WCCA) <http://wcca.wicourts.gov/index.xsl> . This check is not required for grant funded employees.

HOW

- Our State Program (Serve Wisconsin) has identified a vendor for a digital fingerprint scan called Pearson VUE and we are in the process of setting up a contract so all of our sites can use this service if they wish. Pearson VUE is the company that has the statewide contract for finger printing services. L-1 is the company that handles the actual finger printing process in Wisconsin.
- L-1 has offices in Rhineland, Green Bay, Marinette, Superior, Madison, Elm Grove,

Racine, Sheboygan, West Bend and Eau Claire.

- To view the company's website for hours of operation and to set up appointments (either by phone or on line) do a web search of www.L1enrollment.com or call toll free 866 416 4896.

If you choose to use Pearson/L1 you will need;

- The number for the escrow account (WIB000109))
- You will be asked for a finger print reason. We are under the National Childcare Protection Act
- All AC applicants and staff must answer the "Are you a volunteer?" question "No" . This question is for determining the fee to be charged, (\$18.00); all AC members and program staff applicants are not considered to be volunteers for the WI DOJ fingerprint records check purposes.
- Applicants are required to bring 2 forms of signature ID, one of which must be a government issued photo ID.
- L-1 asks that applicant do not bring children to the appointment.

Results

- When the scan has been completed the member will be given a receipt containing the date of the scan and a transaction control number. The site supervisor will need this information to look up the background check results from the WI Dept of Justice.
- L-1 sends the fingerprint scan to the DOJ. DOJ will then do CIB check, a Caregiver check and will forward the finger prints to the FBI.
- Results of the CIB, Caregiver and FBI Fingerprint scan are posted on the following website; <http://wi-recordcheck.org> ; click on background check for account holders; enter the WAHRS account #, (case sensitive) N4872 and the PIN # 185332; click on Previous Order.
- Results will be sorted by the date of the scan and the transaction control number on the receipt given to the member by L-1 at the time the scan was completed.
- DOJ has informed us that results of the CIB and the Caregiver check will be posted one their website after the scan has been received; results of the FBI fingerprint check will be posted within a week of receiving the scan.
- Results will be posted for 30 days and can be printed from the DOJ website.
- If programs choose to use the Pearson/DOJ option the total cost for the fingerprint scan, CIB and Caregiver Checks is \$55.25.

PROGRAMS ARE NOT REQUIRED TO USE THIS OPTION

Check with your local police station or sheriff's office. They may have the ability to do a digital scan for approximately \$5.00. If you choose this option, your AC member will need a Drivers license or a government issued photo I.D. Their prints will be scanned and the scan will be returned to them on a card containing information taken from their Drivers license or

government I.D. It is the Site Supervisors responsibility to send this card to the FBI as well as to complete the NSOPR, CIB, and WCCA checks. Serve WI does not require a Caregiver check although many Programs choose to do this check as well.

If your local enforcement agency does not have the ability to do a digital scan they should be able to do an ink print finger print check. This requires an ink print card. Your local police or sheriff should have these cards or be able to tell you how to get them. If you do an ink print please do 3 copies to make sure one is legible. It may take longer to get the results using the ink print.

Additional Information

- Checks must be done within 30 days of the enrollment date of a Members term of service. For example; if your agency decides to hire a volunteer who had a background check in June you WOULD have to redo the background checks after August 1, 2011.
- A Member may be enrolled while the results of the fingerprint check are pending, provided the NSOPR, and the Member Eligibility form have been completed. However they may not have access to vulnerable populations (children, persons age 60 or individuals with disabilities) unless accompanied by a cleared individual at all times.
- A SECOND YEAR AMERICORPS IS NOT CONSIDERED A CLEARED INDIVIDUAL. AC PROVISIONS STATE THAT AN AMERICORPS MEMBER CANNOT SUPERVISE ANOTHER AMERICORPS MEMBER

Individuals are not eligible to serve if they:

- 1) Refuse any of the required background checks
- 2) Make false statements in connection with a grantee's inquiry concerning the individual's criminal history
- 3) Have committed a sex crime for which they have to be registered
- 4) Were convicted of murder

Hard copy of all Background checks must be mailed to:

**John Babbitt
2147 W. Skyline Rd.
Glendale WI 53209.**

If you have questions or need additional guidance with this procedure call John Babbitt at 414-403-1526 or e mail him at doublebass53@abcglobal.net

