



## National Service Criminal History Check (NSCHC) Acknowledgement

Trailhead conducts background checks prior to extending an offer of employment. Fingerprinting, and the process of finding a fingerprinting site, are not standard employment practices at Trailhead. We acknowledge that this process can feel both burdensome and intrusive. For those receiving funds provided by the AmeriCorps grant, for AmeriCorps members themselves, and for anyone connected with National Service (e.g. AmeriCorps), this is a federal requirement. Any information received through a background check will not immediately disqualify your application, except as outlined in “Disqualifications,” below. Please contact the staff listed at the bottom of this document if you have any questions or concerns.

**What Is This:** As an AmeriCorps National Service Program, Trailhead Institute and the Colorado Public Health Works program are required to follow national regulations to determine service eligibility for all members through the National Service Criminal History Checks (NSCHC).

NSCHC is required under the National and Community Service Act of 1990, as amended by the Serve America Act (SAA). The statutory requirement at 42 U.S.C. § 12645g is supplemented by regulatory requirements at 45 CFR §2540.200 through §2540.207 as well as the terms and conditions of AmeriCorps grants.

**Steps:** The NSCHC has two steps:

1. **Fieldprint:** This process includes an in-person visit to a designated facility which will capture the image of your fingerprint to cross-reference in the national fingerprint system. You will receive a list of designated facilities and the Fieldprint is done by appointment. It should take less than 15 minutes, and you will receive results that you provide directly to Trailhead. Results are only marked as ‘cleared’ or ‘not cleared’ and no other information is provided. No additional information is shared with Trailhead or partners about the results of your criminal history check.
  - a. See [Fieldprint FAQ](#) for more information.
2. **Truescreen:** This name-based background check is completed when you submit your Truescreen application and consent. Trailhead obtains the State of Residence and/or National Sex Offender Public Website (NSOPW) checks with an adjudication or review recommendation from Truescreen. The Truescreen process will capture additional applicant information for auditing purposes and program compliance to be used by the program and Serve CO State Service Commission to determine eligibility only. No additional information is shared with Trailhead or partners about the results of your criminal history check.

**Who is Required to have a NSCHC:** Individuals who receive a salary, directly or reflected as a match, for the work they do under an AmeriCorps grant, are required to obtain NSCHC.



**Why Do We Need It:** Members within national service positions commonly are associated with providing support services for [vulnerable populations](#). Criminal History background checks ensure the safety and wellbeing for those they serve and the organizations who host them.

**Disqualifications:** Individuals shall be ineligible to work or serve in a NSCHC-required grant if the individual

- refuses to consent to NSCHC;
- makes a false statement in connection with NSCHC;
- is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- has been convicted of murder, as defined in 18 U.S.C. 1111.

**How Will Information Be Used:** The NSCHC is only used to confirm your eligibility for National Service, and details will not be shared with anyone at Trailhead or with anyone outside of Trailhead. AmeriCorps checks for two things:

1. to see if the individual must be listed on a state or national sex offender registry and/or
2. to see if the individual has been convicted of murder as described in U.S. code.

If a host site or program requires additional screening criteria, this will be run separately. This is separate from, and will not be shared with, Trailhead. If Trailhead's approval based on the NSCHC meets host site criteria, then additional background checks may not be needed.

**Questions:**

- For Trailhead Staff: contact Lisa Olcese @ [lolcese@trailhead.institute](mailto:lolcese@trailhead.institute)
- For AmeriCorps Members: contact Lyndie Kenlon [lkenlon@trailhead.institute](mailto:lkenlon@trailhead.institute)

**Please Note: Trailhead Institute is supporting the Colorado Public Health Works Program through a number of capacities, including recruiting. Colorado Public Health Works – Community Health Workers are employed by local host organizations who serve as the program site/employer. Community Health Workers are not employees of Trailhead Institute.**

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