

## NC-ACTS! Background Check Policy 2008-09



### Enrollment:

As of August 1, 2008, a criminal record check must be conducted on behalf of every member who applies to the NC-ACTS! AmeriCorps program. There are two options:

- If the proposed service site already conducts a check, the Campus Coordinator must complete the Criminal Record Check Verification Form.
- If the service site does not conduct a check, the student must complete the Criminal Record Check Authorization Form. Criminal background checks will be completed through Acxiom Information Security Services and includes a search of the State Criminal Registry as well as the National Sex Offender registry.

The relevant form should be included with the enrollment paperwork that is returned to NC Campus Compact.

### Results:

It is the intention of the NC Campus Compact to provide as many students as possible with the opportunity to participate in the NC-ACTS! program. This background check provides a process which should allow your campus to wisely place students with community partners.

Identification on the National Criminal Research database as a sex offender is cause for immediate disqualification from service in AmeriCorps. In the unlikely event that data from the background check indicates prior felonies and/or misdemeanors, these will be reviewed on a case-by case basis.

In these cases, the following procedure will be followed:

- 1) The NC-ACTS! Program Director will send a letter to the Student applicant with the report results as well as a summary of their rights under the Fair Credit Reporting Act so they can address any inaccuracies in the report directly with Acxiom. The letter includes a request for a response from the applicant, within two weeks, as it relates to the cited incident.
- 2) The NC-ACTS! Program Director will notify the Campus Coordinator of the findings and ask them for their recommendation regarding enrollment. Please note that this information is highly confidential and should not be shared beyond the enrollee and Campus Coordinator, under any circumstance. Please discuss any exceptions with the Program Director.
- 3) Upon reviewing the written response from the applicant and recommendation from the Campus Coordinator, the Program Director will make a determination as to whether or not to enroll the member.
- 4) The Program Director will notify the Campus Coordinator and member of the decision within 3 days of receipt of the letter.

Thank you for your assistance with this process! Do not hesitate to contact Leslie Garvin, NC-ACTS! Program Director, with any questions.

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