**2021-2022 AmeriCorps**

**Non-Member File Checklist**

All staff listed in Section 1 of the program budget (regardless of grant or match) must have the following items in their file. MCSC and CNCS staff may request these documents at any time.

|  |  |  |
| --- | --- | --- |
| **1.** | Staff person’s name: |  |
| **2.** | Start date: |  |

**Proof of Age and Citizenship**

☐ Photo ID that includes the staff person’s photo, residency, and birth date

☐ Citizenship verification (passport, birth certificate, naturalization documentation)

**Criminal History Checks**

☐ MCSC Criminal History Check Authorization and Results Form completed and in file

☐ MSHP clearance form (required for programs that use MSHP as a repository)

☐ National Sex Offender Registry Check (all states/territories included in the check with a date prior to employment start (unless employed prior to the requirement, then dated once requirement became applicable))

☐ MSHP clearance form (required for programs that use MSHP as a repository)

☐ MCSC Criminal History Check Authorization and Results Form completed and in file

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If the National Sex Offender Registry Check returns hits, has the program noted that the hits were not the Staff person?

☐ FBI fingerprint check (results dated prior to employment start (unless employed prior to the requirement, then dated once requirement became applicable))

☐ Missouri state check (results dated prior to employment start (unless employed prior to the requirement, then dated once requirement became applicable))

☐ Other state check (if staff person’s state of residency is not Missouri and the staff person is not a full time student at a Missouri college/university)

(results dated prior to employment start (unless employed prior to the requirement, then dated once requirement became applicable))

☐ Are all hits adjudicated? (documentation should be present that shows the programmed reviewed all hits prior to employment (unless employed prior to the requirement, then dated once requirement became applicable))