

Background Check Toolkit

We require that criminal history record checks be conducted for all applicants whose positions require direct contact with individuals considered vulnerable by United Charitable. In addition, criminal history record checks will be conducted for applicants for positions that require the delivery of services in homes of vulnerable individuals. Vulnerable individuals include children or youths, dependent adults and people with disabilities.

This Toolkit contains all the information and forms needed for United Charitable to obtain a criminal history background check on your program's volunteers and employees that fit the description above.

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Cost: \$15.00 (plus any additional court fees if necessary)

To protect the people your program serves, first identify the positions that employees and volunteers may hold that have direct contact with vulnerable individuals. Before allowing the individual in those positions to begin their work, the program manager must request that United Charitable perform a background check on that individual using the following steps:

1. The program manager completes the Background Check Request Form (page 4) to provide United Charitable with the names and email addresses for individuals to receive a background check.
2. United Charitable will conduct the background screening process using [IntelliCorp](#) by sending the individuals an email with access to our background check screening online secure portal (pages 5-8).
3. United Charitable will review the report's findings to see if the employee or volunteer is an approved candidate for the position.
4. If the individual is approved, United Charitable will notify the program manager and they can then begin the on-boarding process for the employment or volunteer position. If the individual is not an approved candidate for the position, United Charitable will take the following steps in conjunction with IntelliCorp:
 - a. United Charitable will send a Pre-Adverse Action Letter to the individual (the letter will contain their report, summary of their rights and a reinvestigation form).
 - b. If the individual disputes the report's findings, they are able to submit the reinvestigation form within 10 days.
 - c. If there is no dispute on the report's findings, we will send a Post-Adverse Action Letter along with the summary of their rights after 10 business days and notify the program that the individual is not approved.
 - d. If the individual is approved after the reinvestigation process, United Charitable will notify the program manager and they can then begin the on-boarding process for the employment or volunteer position.
 - e. If the reinvestigation process finds that the individual is not a candidate, we will send a Post-Adverse Action Letter along with the summary of their rights and notify the program that the individual is not approved.

If you or your program's employees or volunteers have any questions regarding this process, please contact United Charitable Staff at [571] 620-3000 or send an email to info@unitedcharitable.org

Background Check Policy

United Charitable is dedicated to protecting the safety and well-being of the people our programs serve, as well as our employees, program staff and volunteers. For the protection of vulnerable populations, customer and constituent assurance, compliance with legal requirements and public safety, United Charitable has implemented a policy for background checks for all employees, staff or volunteers that hold key program positions as defined below.

Criminal history record checks will be conducted for all individuals applying for volunteer or employment positions that require substantial direct contact with individuals considered vulnerable by United Charitable. In addition, criminal history record checks will be conducted for applicants for positions that require the delivery of services in the homes of vulnerable individuals or travel that includes contact with vulnerable populations. Vulnerable individuals include children or youth, dependent adults, and people with disabilities. Criminal history record checks will also be conducted as required to comply with laws or regulations.

Individuals are permanently disqualified from holding positions that require substantial contact with any vulnerable individuals if they have a history of any violent or sexually exploitive behavior.

Individuals are permanently disqualified from holding positions that require substantial contact with children if their criminal records include any of the following:

- Past history of sexual abuse of children,
- Conviction for any crime in which children were involved.

Other than stated above, a conviction for a criminal offense will not automatically disqualify an individual for a volunteer or employment position with a fiscally sponsored program at United Charitable. Each criminal history record will be evaluated in the context of the specific position for which the screening is submitted and the factors listed below:

- The date of, and circumstances surrounding the conduct in question – Crimes that occurred within the past year or two are deemed to be more reliable indicators of an individual's qualification status for positions than crimes that occurred several years ago. This is particularly true if the only crimes listed in the record happened several years ago with no recent offenses; however, any convictions for child sexual abuse, rape, or other sexually exploitive offenses constitute an unacceptable level of risk extending throughout an individual's life.
- The age of an individual at the time of the offense – United Charitable will take into account the age of the applicant at the time an offense was committed.
- Societal conditions that may have contributed to the nature of the conduct – United Charitable will consider the social context in which offenses occurred. For example, in some neighborhoods, becoming a gang member may be due to pressure exerted by the gang or to a perceived threat or harm that not joining a gang would create. While societal conditions will not excuse illegal behavior, the context in which the illegal behavior occurred will be considered.
- The probability that an individual will continue the type of behavior in question – Criminal history records that document a continuing pattern of repeated criminal offenses provide justification to believe that the individual represents a high risk for future criminal conduct. Also, some forms of criminal sexual conduct, such as child molestation, have a high probability of repetition. Individuals with a high risk for continuing criminal behavior will not be assigned to work with vulnerable service recipients.

- The individual's commitment to rehabilitation and to changing the behavior in question – When an applicant's criminal history record includes potentially disqualifying offenses, the organization will consider the steps the applicant has taken toward rehabilitation. Words of remorse alone are not sufficient evidence of an individual's commitment. The organization will look for tangible evidence of the applicant's desire to lead a law-abiding life, such as progress in rehabilitation programs or making restitution to victims.

United Charitable does not discriminate based on race, color, national origin, sex, or religion; disability; genetic information (including family medical history); and age (40 or older). These laws are enforced by the Equal Employment Opportunity Commission (EEOC).

Individuals applying for employment or volunteer service with United Charitable and our fiscally sponsored programs will receive an invitation via email to an online secure portal provided by IntelliCorp to begin the background check screening process. The individual will then enter their information and provide authorization for the background check to take place.

Background checks will be conducted by IntelliCorp Records, Inc. located at 3000 Auburn Drive, Suite 410 Beachwood, OH 44122 and will include a Social Security Address Locator search (an address locator search is necessary to verify the identity given by the volunteer), a review of the US criminal history database (county repositories may be checked as well to verify convictions or provide more information), a review of the National Sex Offender Registry, and/or Professional assistance in verifying convictions obtained through criminal history reports and researching details of convictions to allow for informed decisions on suitability for volunteer service or employment.

If a record of criminal convictions is found, the volunteer will be given a copy of the criminal history report and asked if it is accurate prior to any final decision. If the volunteer disagrees with the accuracy of the report, the volunteer may choose to provide other information about his/her criminal history that may be helpful in understanding the circumstances of what occurred and dispute incomplete or inaccurate information. See www.ftc.gov/credit for an explanation of dispute procedures. The privacy of the information obtained by United Charitable through the background check will be respected. Report information is confidential and will only be shared with United Charitable staff members who have a need to know.

For more information on volunteer rights, please go to www.privacyrights.org. The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. For more information, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.



Background Check Request Form

Program Name: _____ Account #: _____

United Charitable requires a background check screening for all individuals having direct contact with vulnerable populations. The individuals you list below will be sent an email to access the secure online portal to begin the background screening process with IntelliCorp, our background check screening provider. Please refer to our Background Check Policy (pages 2-3) for more details.

Name	Email Address	State & Description of Position (volunteer or employee)
<i>Ex. Catherine Grohs</i>	c.grohs@gmail.com	<i>MD, Volunteer – working with children on homework</i>

Program Manager Name: _____ Submission Date: _____

Email Address: _____ Phone: _____

Are these screenings related to specific travel, event, fundraiser or series of events? Yes No

If yes, please indicate name and dates of events, fundraiser, event series and/or trip: _____

From the customized portal page, the applicant reviews the information in the Disclosure and Authorization. To proceed, the applicant enters the portal password, and then clicks the button. This action will constitute the electronic authorization required to run the search and allow the applicant to enter the search criteria on the following page.

VolunteerPortal.net

**Disclosure and Authorization
to Obtain Consumer Reports for Employment/Volunteer Purposes**

Please Read Carefully!

In considering you for a volunteer position or employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, **Organization Name** ("the Company") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as **IntelliCorp Records, Inc.**

For explanation purposes:

- a "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, reports from government sources, criminal history reports, or driving records; and
- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

Organization Name ("the Company") Report Details
Social Security Number Verification/Address History, OFAC, Nationwide Sex Offender Registry, Multi-State Criminal Search, Single County Searches

Authorization

I have carefully read the Disclosure and Authorization and authorize the Company to obtain and rely upon one or more consumer reports and investigative consumer reports. I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed by clicking the authorization button below) will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

I certify that all of elements of the personal data I will provide in this portal are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my information or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment. I also understand that nothing in the Disclosure and Authorization shall be construed as an offer of employment or contract for services.

You have the right, upon written request made within a reasonable amount of time, to request whether a consumer reports has been run about you and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into education and/or employment history conducted by IntelliCorp Records, Inc. [3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; 1-888-202-1436]. The scope of this notice and authorization is all encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

Enter Information

I understand the use of my Social Security number on the criminal Background Check shall be used for no other purpose than to conduct a Background Check. Furthermore, I understand that my Social Security number shall not be sold or in any way transferred to a third party except for the express purpose of conducting the Background Check.

* denotes a required field. **START**

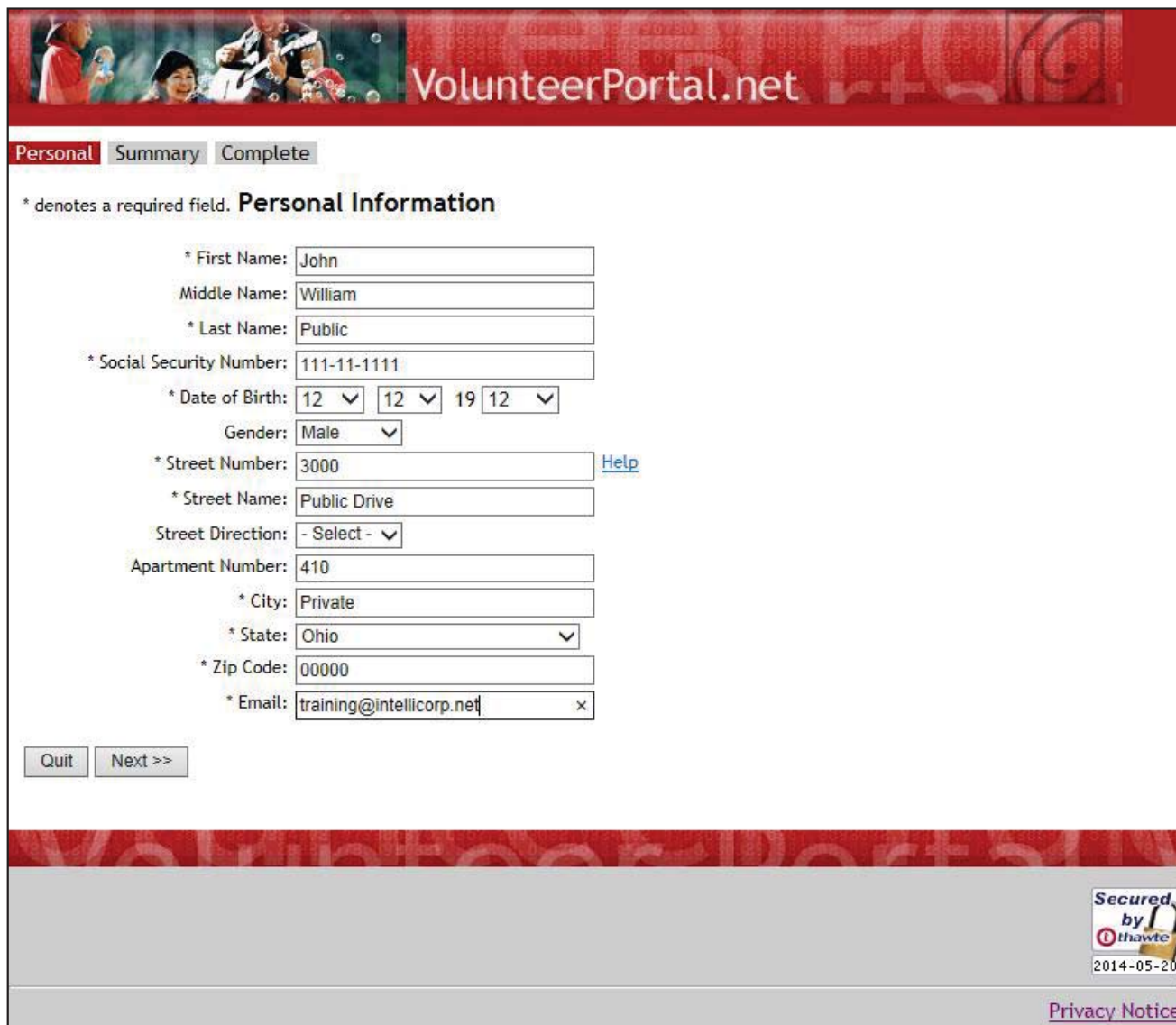
* Password:

If you are returning to finish a previous search, then click [here](#).

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The applicant enters all information and then clicks the [Next >>](#) button.



The screenshot displays the 'Personal Information' section of a registration form on VolunteerPortal.net. The form includes fields for name, social security number, date of birth, gender, address, and email. A 'Next >>' button is visible at the bottom left of the form area. The page footer contains a security logo and a privacy notice link.

VolunteerPortal.net

Personal Summary Complete

* denotes a required field. **Personal Information**

* First Name:

Middle Name:

* Last Name:

* Social Security Number:

* Date of Birth: 19

Gender:

* Street Number: [Help](#)

* Street Name:

Street Direction:


Apartment Number:

* City:

* State:

* Zip Code:

* Email: x

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[Privacy Notice](#)

All information is securely stored and processed.

The information that the applicant entered is listed for review. If there is an error, they have the option to the information. If all the information is correct, they can click the button.

VolunteerPortal.net

Personal **Summary** Complete

Summary

Personal Information [Edit](#)

First Name	John
Middle Name	William
Last Name	Public
Social Security Number	xxx-xx-1111
Date Of Birth	12/12/1912
Gender	M
Street Address Line 1	3000 Public Drive
Street Address Line 2	410
City	Private
State	Ohio
Zip Code	00000
Email Address	training@intellcorp.net

Secured by iThawte
2014-05-20
[Privacy Notice](#)

The “Thank You” page will let the applicant know that their information was successfully submitted. In addition, the thank you page may also contain special links for information that might be required by some states.



Thank you for using the Volunteer Organization, Inc Volunteer Portal

Your information was successfully submitted.

CAREFULLY REVIEW ALL APPLICABLE INFORMATION!

Know Your Rights

To obtain a printable copy of your rights with regards to consumer reports please use the link below.

[Summary of Consumer Rights Under the FCRA](#)

In addition to the foregoing information needed to comply with the Federal Fair Credit Reporting Act, various states impose additional disclosure or other obligations when consumer reports or investigative consumer reports are used for employment or other purposes.

[Request a free copy of your report](#) – Please allow up to 2 weeks to receive a copy of your report, thank you for your patience.

California Applicants

[California Civil Code Section 1786.22](#)

[California Labor Code 1024.5](#)

New York Applicants

[New York Correction Law Article 23-A](#)

Vermont Applicants

[Vermont Act No. 154](#)

Washington Applicants

[Washington Fair Credit Reporting Act](#)



[Privacy Notice](#)