

CRIMINAL BACKGROUND CHECK CERTIFICATION

Fiscal Agent Organizations awarded the 21st Century Community Learning Centers (CCLC) Grant must certify that all employees and volunteers who work with the program have criminal background checks on file prior to their work with the program. In order to adhere to the State's 21st CCLC eligibility guidelines, the organization's procedure regarding criminal background checks must meet the following requirements:

1. Must comply with the criminal-background check policy and personnel procedures of the (program feeder schools') school district or that of the fiscal agent organization's governing board
2. In the absence of a school district or fiscal agent organization's governing board policy, the Fiscal Agent Organization must obtain background checks that meet the following criteria at a minimum:
 - Criminal background checks are run against national and state criminal databases, and must include the NC Sex Offender Database, <http://sexoffender.ncsbi.gov/>, and the National Sex Offender database, <http://www.nsopr.gov/>.
 - Criminal record checks must be completed and cleared for all new or existing employees, volunteers, or contractors prior to their interaction with children or handling of 21st CCLC funds.
 - Statewide criminal background checks must include all states in which the employee or volunteer lives or has lived for the previous five (5) years.
 - All criminal background checks are obtained directly by the Fiscal Agent Organization; background checks obtained/submitted by employees are not acceptable. The Fiscal Agent Organization maintains responsibility to ensure that the background check data is accurate and current.
 - All criminal background checks must include the following:
 - a) Date criminal history check was obtained;
 - b) Name of agency that completed criminal history check;
 - c) Name or identity code of the person who ran the background check; and
 - d) Results of the criminal history check (i.e. "no record," "record attached," etc.).
3. Each school district or Fiscal Agent Organization has the authority to determine its personnel policies; however, individuals convicted of the following offenses are strictly prohibited from working with the 21st CCLC Program in any capacity:
 - Felony (of any kind)
 - Any offense involving sexual or physical abuse/neglect against a child.
4. If an employee or volunteer is charged, convicted, or arrested of a crime as indicated above during the course of contracted services with the 21st CCLC Program, that individual is required to notify the Fiscal Agent Organization within 24 hours (or within 72 hours if arrested), and the organization must run a new criminal background check.

By signing below, I am attesting that the LEA or Fiscal Agent Organization understands and will abide by the abovementioned guidelines regarding criminal background checks for employees, volunteers, and contractors working with the 21st CCLC Program. (Hand-written signature is required.)

LEA or Fiscal Agent Organization: _____

Fiscal Agent Organization

Chief Administrator Signature: _____

Date: _____