**CRIMINAL BACKGROUND CHECK CERTIFICATION**

Fiscal Agent Organizations awarded the 21st Century Community Learning Centers (CCLC) Competitive Grant must certify that all employees, direct-service contractors, and volunteers who work with the program have approved criminal background checks on file prior to their work with the program. In accordance with State 21st CCLC 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’ district(s) [district is also referred to as the Local Education Agency (LEA)], or that of the Non-LEA Fiscal Agent Organization’s governing board.

2. In the absence of a 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 North Carolina Sex Offender Database, [http://sexoffender.ncsbi.gov/,](http://sexoffender.ncsbi.gov/) and the National Sex Offender database,  [http://www.nsopr.gov/.](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 must be obtained directly and kept on file 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 (e.g. “no record,” “record attached,” etc.).

3. Each Fiscal Agent Organization has the authority to determine and manage its own personnel policies; however, individuals convicted of the following offenses are strictly prohibited from working with the 21st CCLC Competitive Grant 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 arrested, charged, or convicted of a crime as indicated above during the course of contracted services with the 21st CCLC Competitive Grant 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 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 Competitive Grant Program. (Hand-written signature is required.)**

**Fiscal Agent Organization Name:**  Click or tap here to enter text.

**Fiscal Agent Organization:** Click or tap here to enter text.

**Chief Administrator or Designee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:** Click or tap to enter a date.