



St. Mary's Food Bank Alliance National Background Check Verification Form

Agency Partner Management must ensure that all staff and volunteers at the Kids Cafe® sites undergo a *National Background search*. Specifically, **it is the responsibility of the Agency Partner Program to verify that** each staff and volunteer at Agency Partner site participating in the Kids Cafe® meal service portion of the program must perform the following background checks as a minimum:

- ☞ Social Security History to assure proper identification
- ☞ National Sexual Offender search
- ☞ Criminal History record search
- ☞ **Fingerprint background searches must be renewed every six years or as required by State law.**

Careful screening of staff and volunteers who work with children is an important risk management precaution. National Background searches are done on staff and volunteers in direct repetitive contact with children at Kids Cafe® sites to ensure the children's safety. **See Arizona State law for a list of offenses that preclude a person from receiving a clearance card.**

Some examples of **who needs** a background search performed:

- ✓ Staff that that work directly with the kids in the program daily
- ✓ Volunteers that work directly with the kids in the program daily
- ✓ A volunteer that works with or around the kids that participate in the meal service on a regular basis (i.e. once per week or more)

Fingerprint checks are also a volunteer screening best practice. Some states require youth-serving organizations to inform all potential volunteers that they may be required to be fingerprinted, whether or not the organization intends to conduct a fingerprint check.

Some examples of **who DOES NOT** need a background search performed:

- ✗ File clerk that does not interact with the children
- ✗ Staff that has no face-to-face contact with the kids in the program
- ✗ Volunteer that has no face-to-face contact with the kids in the program
- ✗ Staff that do not directly interact with the kids in the program
- ✗ Volunteers that do not directly interact with the kids in the program

Directions: In the space provided on page two

1. Print the names of each staff member and volunteer that participates in the Kids Cafe® meal service.
2. Circle staff or volunteer.
3. Sign the bottom to affirm the information filled in.
4. Return the copy to your Site Specialist.

** St. Mary's Food Bank Alliance and Kids Cafe® reserve the right to see proof of the completed background searches on staff and volunteers during routine site inspections.



By filling out and signing this form, I verify that each individual listed has undergone, and passed, a National Background Search as described on page one.

Print name of staff and volunteers below

_____	Staff	Volunteer	_____	Staff	Volunteer
_____	Staff	Volunteer	_____	Staff	Volunteer
_____	Staff	Volunteer	_____	Staff	Volunteer
_____	Staff	Volunteer	_____	Staff	Volunteer
_____	Staff	Volunteer	_____	Staff	Volunteer
_____	Staff	Volunteer	_____	Staff	Volunteer

_____ **Date**

_____ **Site Name**

_____ **Agency Partner Representative Name**

_____ **Agency Partner Representative Signature**