

Timing

Background check requests are sent twice weekly (Tuesday and Friday) September thru December and once weekly (Tuesday) thereafter.

Requirements

All volunteers are required to have an initial background check and then a recheck every 4 years thereafter. There are two exceptions to this simple policy.

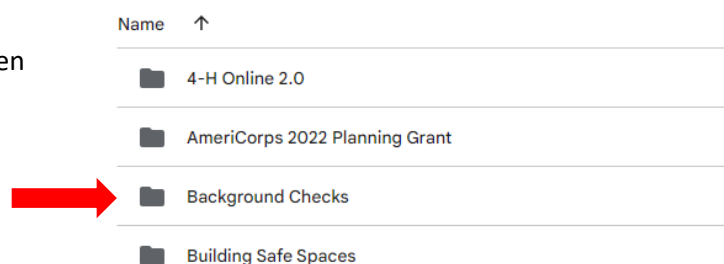
1. If there is a gap in service, then a background check is required upon return.
2. If the volunteer is serving as an Overnight Adult Advisor/Chaperone a background check must have been done in the last two years.

Level 1 and Level 2

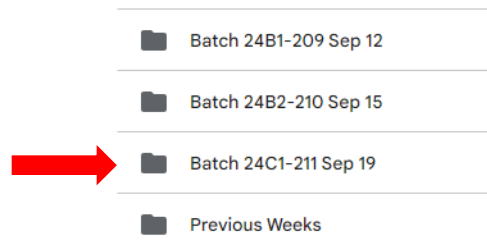
This second exception is the most common and is also the most problematic within 4-H Online. The system is capable of handling different background check schedules, but it treats them as different background check levels, thus the Level 1 and Level 2 checks. The problem is that for us they are the same check, just at different time intervals. 4-H Online treats them as different intensities and not interchangeable. When a volunteer changes roles and needs a different “Level” check, the system flags a new check regardless of a prior check. This means that if a volunteer had a normal 4-year check last year and then enrolls as an Overnight Chaperone this year, the system flags them for a background check this year. The reverse is also true. A volunteer who had a Level 2 (Overnight Chaperone) background check in the last two years who enrolls without the Overnight role will likely be flagged for a 4-year recheck this year. The lists are checked, and the name is removed manually before sending to HireRight, but the volunteer will be flagged for the few days between submitting the enrollment and the list being generated. There is no need to notify anyone unless you see the volunteer’s name on a list in the shared Google folder.

Accessing

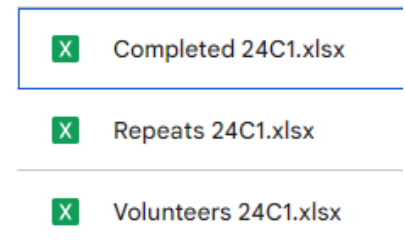
To access the current lists, open the [shared folder](#) and then open the Background Checks folder.



Look for and open the latest dated folder.



Inside the dated folder, you will see several spreadsheets. They will have a common ending that is the batch number. The batch number tells which week the lists were generated. The first part of the file name tells the status of the background check for the volunteer.



COMPLETED

These are all the passes received in the past week. The background check enrollment holds have been released.

REPEATS

These are the volunteers who did not respond to the HireRight emails 2 weeks ago. They will be resent ONCE before being placed on the Non-Responders list.

VOLUNTEERS

These are the volunteers who are being sent to HireRight for background checks. The email listed is where the HR email will be sent.

NON-RESPONDERS

These are the volunteers that have been sent two rounds of emails from HireRight. A round of emails consists of the initial email from OHR plus daily emails from HireRight. These volunteers will not be resent unless the county requests they be resent.

Viewing Status In 4-H Online

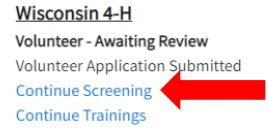
You can see some information on background checks in 4-H Online by clicking on the **Screenings** tab of your county screen. You can use the search filters to narrow down the results. Here is what the information in the results mean.

County	Last Name	First Name	Member #	Level	Status	Screened	Reviewed By	Batch #	Submitted Date
Training	Goat	Tribbles	193692	Level2	Incomplete	2023-2024			
Training	Pig	Pickle	201250	Level1	Submitted	2023-2024			9/22/2023
Training	Rooster	Arthur	201244	Level1	Approved	2022-2023	Mike Farrey	140	4/21/2022

Level 1 and Level 2 – Level 1 is the normal 4 year recheck. Level 2 means they are an Overnight Chaperone and need a 2 year recheck.

Approved – the volunteer has completed everything and passed the background check in the enrollment year shown in the Screened column.

Incomplete – the volunteer needs to log back into 4-H Online and click on **Continue Screening** near their name. They will not appear on a weekly list to HireRight until they have completed this step in 4-H Online.



Submitted – the volunteer has completed the step in 4-H Online, but this does **not** mean they completed anything at HireRight. **There is no way to see their HireRight status in 4-H Online.**


Screened – This is the last year the volunteer was subject to a background check.


Batch # - the weekly batch they first appeared on. We started with **Batch 207** this year. If the Batch # field is blank, the volunteer has not appeared on a list sent to HireRight yet.

Submitted Date – the date the volunteer completed the step in 4-H Online. This does not mean they completed anything at HireRight. **There is no way to see their HireRight status in 4-H Online.** If the Submitted Date is blank, the volunteer has not completed the Screening step in 4-H Online. Please see **INCOMPLETE** above.

PAPER FORMS (Should only be used as last resort)

Paper forms can be found in the shared Google folder. Send both files to the volunteer. The Summary of Rights is for them to keep and the Forms to Complete is to be filled out and returned via US Mail to the address on Page 5.

 Background Check-Summary of Rights.pdf

 BackgroundCheck-FormstoComplete.pdf

If you are submitting a paper form, please let Mike Farrey know and he will pull the volunteer from the list. Please use the version in the background check folder. All forms ***MUST*** be mailed. **DO NOT EMAIL THE FORMS.** If you are sending a paper form for any volunteer, then you must include the Member ID number. This can be found on any 4-H Online search screen or the weekly background check list.

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