

Timing

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

Results are received and recorded twice weekly (Tuesday and Friday).

Requirements

All volunteers are required to have an initial background check and then a recheck every 2 years thereafter.





Level 1 and Level 2

In prior years there were 4 year rechecks for most volunteers (Level 1) and 2 year rechecks (Level 2) for overnight chaperones. 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.

With the switch to all volunteers needing 2 year rechecks, we are using the Level 2 schedule. All volunteers who did not have a Level 2 last year are being flagged for a check this year, but not all are being sent for a background check. There is a list of all volunteers who completed a background check last year and it is being compared with the list of those flagged by the system. If there is a match, then 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 with Counties](#) shared Google folder.

Accessing

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

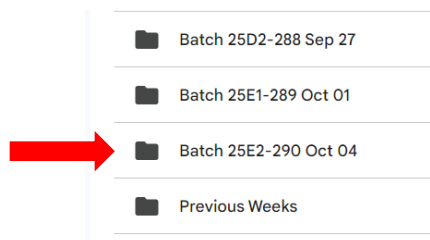
Name	↑
4-H Online 2.0	
AmeriCorps 2022 Planning Grant	
Background Checks	
Building Safe Spaces	
	_Completed Background Checks 2025
	Background.Check-FormstoComplete.pdf
	Background.Check-Summary of Rights.pdf
	Background.Check.Process.pdf



There are dated Batch folders for each set of names sent to HireRight. There are also four files.

- Completed Background Checks 2025 – compilation of all completed background checks for this program year – sorted by county.
- Background Check-FormstoComplete and Summary of Rights – Paper form for use when the HireRight email/electronic submission method will not work. Forms MUST be sent US Mail to address on last page.
- Background Check Process – this document.

To see latest list of names, 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.

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.

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.

INCOMPLETE

As a courtesy, once a month the volunteers who have submitted an enrollment in the past month but have not completed the screening page in 4-H Online are sent as a special batch to HireRight. If they do not respond to the HireRight emails, they are **not** placed on the Repeats or Non-Responders list.

X	Completed 25E2.xlsx
X	Non-Responders 25E2.xlsx
X	Repeats 25E2.xlsx
X	Volunteers 25E2.xlsx

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

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 regular weekly list to HireRight until they have completed this step in 4-H Online.

[Wisconsin 4-H](#)

[Volunteer - Awaiting Review](#)

[Volunteer Application Submitted](#)

[Continue Screening](#)

[Continue Trainings](#)



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 281** 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 background check lists. 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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