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## CNCS NSOPW Check: Temporary MN Alternative

Corporation for National & Community Service sent this bulletin at 05/31/2018 04:35 PM EDT

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Dear Grantees,

The Minnesota sex offender registry is experiencing technical difficulties and is out of service. During this time, the NSOPW website is directing users to the Minnesota Department of Corrections website to supplement the NSOPW search results. During the period that the Minnesota sex offender registry is not available, grant recipients have the following options to obtain a compliant check:

**1. Conduct NSOPW without Minnesota results on time and conduct an additional NSOPW check when the Minnesota system is restored.**

CNCS will consider any NSOPW check that is conducted during the time of this outage, starting on May 16, 2018, to be compliant without Minnesota results as long as the following conditions are met:

- You retain a record of timely compliance of your NSOPW search results prior to the start of service for all jurisdictions except Minnesota.
- The member or staff starts(ed) work/service during the time of the Minnesota outage.
- Grantees re-conduct an NSOPW check that include search results for Minnesota when that jurisdiction is available. CNCS will notify grantees when the Minnesota registry is available and this exemption ends. If you do not conduct the check again or retain the result of a check with Minnesota results, the NSOPW check will be noncompliant.
- You must maintain both the on-time, incomplete NSOPW and the supplemental NSOPW results. The supplemental NSOPW check must reflect a search of the

Minnesota sex offender registry when it is available.

All other eligibility requirements according to the NSCHC regulations will apply and disallowance will be enforced in accordance with CNCS policy.

**2. Conduct NSOPW without Minnesota results on time and appropriately document an on time search of the Minnesota Department of Corrections that reflects name searched, results, and date of the check**

Starting on May 16, 2018 and during the period that the Minnesota sex offender registry is not available, CNCS will consider an NSOPW check supplemented by an on time check of the Minnesota Department of Corrections to be a compliant check, provided the documentation of the check includes the name, results, and date of check. For individuals with no hits, the name of the individual searched through the Minnesota Department of Corrections will not show on the webpage. Below are some methods to document this check so that it does include the name and date:

- Run the individual's name through the Minnesota Department of Corrections website, per the instructions on the NSOPW site. The name of the individual searched will appear in the URL or web address at the top of your screen. Clicking in this URL field will show the full name of the individual. Take a screenshot of the results (Ctrl+PrintScrn for many computers) and print or save these results.
- Set web print settings to print headers and footers. Run the individual's name through the Minnesota Department of Corrections website, per the instructions on the NSOPW site. Print. The footer will show the URL, which will include the name of the individual and the date the check was run. Confirm that the first and last name are visible. If they are not fully visible, please select another option.
- In Google Chrome, run the individual's name through the Minnesota Department of Corrections website, per the instructions on the NSOPW site. Set web print settings to print headers and footers, and print to PDF. The PDF copy should show the name and the date of the check.

If documentation of the Minnesota Department of Corrections does not include the name, results, and date of check, the check will not be compliant and will be enforced in accordance with CNCS policy.

If you have questions, please contact your Program Officer or Grants Officer.

Office of the Chief Risk Officer

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