

## Maine Service Fellows Policy and Procedure

### Maine Service Fellows Service Renewal Background Check

**Background:** Maine Service Fellows (MSF) are eligible to renew their service year for a second term. Prior to service, MSF's are required to have a Fingerprint-based criminal history record check from the FBI. Individual Host sites are responsible for reviewing the results of the check. Checks are managed by individual host sites because the recipient of the results is not allowed to share them with any other entity.

Host sites must enroll in the Maine Volunteer and Employee Criminal History Service (MEVECHS) prior to submitting a background check request. The host site is also required to pay the fee for the Fellow and the Fellow must go to a participating Identigo site in Maine to be fingerprinted.

A policy regarding background checks for service renewal acknowledges the risk and the burden placed upon host sites. In some cases, Fellows may leave the state of Maine between service terms and commit offenses that alter a candidate's eligibility to serve.

**Policy:** Background checks will not be required for service renewal at the same host site for the second year of operation if the second term begins *within forty-five days* of the Fellow's last day of their previous service term.

A federal background check is still required if the Fellow chooses to engage in a second term of service at a different host site. The host site can require a background check if the Fellow begins within the forty-five day window at their discretion.

#### **Procedure:**

1. MCCA Program Officer Special Initiatives and Volunteer Services Coordinator reach out to current host site and Fellow to inquire as to intent to renew service.
2. If both parties are amicable, the Fellow and the host site supervisor will develop a work plan together. The work plan must be within the scope of the mission of the Maine Service Fellows.
  - a. If one or both parties are not amicable then the Fellow does not renew their service and a new candidate is identified and must follow the expected background check guidelines.
3. Start date for the Fellow is determined and can be flexible based upon the needs of the current Fellow and the host site's capacity as well as the timeline of MCCA MSF program.
4. If the Fellow renews and begins their second term of service within forty five days of their last day of the previous year's term of service, then a background check can be waived at the host site's discretion.

DRAFT; FOR APPROVAL: 1/24/25