



Good morning CVRC Subrecipients:

In 2019, the Department of Justice (DOJ) incorporated a new special condition for VOCA and VAWA funding. This special condition requires all recipients of VOCA and VAWA funds to determine suitability, in advance, for individuals who may interact with minors. To comply, all agencies must have a written policy for background checks of employees, the background checks must be up to date and results must be kept in the employees' personnel file. This special condition is part of your current contract with CVRC.

Included in the attached forms (in blue and at bottom of email), please find a fillable PDF entitled [Suitability Form](#). **All subrecipients must complete this form and upload it into Webgrants. Complete the form, upload the form, under correspondence, into each current federal award by April 30, 2024.** We have also attached a [frequently asked questions \(FAQ\) document](#) as a resource. We want to provide support and guidance for compliance with this requirement and welcome any questions. We have also attached a [sample policy](#) for consideration.

While these resources are available to help guide programs in drafting their policy and meeting the special condition, CVRC recognizes that each agency may have unique considerations. CVRC will host a Q & A session via zoom for anyone that has additional questions about completing the form or the requirements of this U.S. DOJ special condition. Please join us on Thursday, March 14, 2024 at 10:00 a.m. via the following zoom link: <https://us02web.zoom.us/j/87529944148?pwd=N2R4QzlmMkUrQWw1akFudXJkYzB0UT09>

Award Conditions Summary:

Department of Justice award condition requires that CVRC ensure subrecipients do not permit any individual to interact with any minor unless the subrecipient first has made a written determination of the suitability of that individual and that the determinations are on file and up to date.

In addition to the check and screening results required by applicable federal, state, tribal, and local law and by the subrecipient's written policies and procedures, the written determination must also include the results of the following searches conducted at least once every five years:

- (1) Public sex offender and child abuse websites/registries: A search (by current name, and, if applicable, by previous name(s) or aliases), of at least the following:
 - (a) the Dru Sjodin National Sex Offender Public Website (www.nsopw.gov); and
 - (b) the website/public registry for each state (and/or tribe, if applicable) in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and
- (2) Criminal history registries and similar repositories of criminal history record: For each individual at least 18 years of age, a fingerprint search encompassing at least the time period beginning five calendar years preceding the date of the search request -- of pertinent state (and, if applicable, local and tribal) criminal history registries or similar repositories, including the criminal history registry for each state in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years.

Further details may be found at the following website:

<https://www.ojp.gov/funding/explore/interact-minors>

Forms:

[Suitability Form](#)

[Suitability Sample Policy](#)

[Suitability FAQ](#)