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	Subject: Home Delivered Meals Volunteer Background Checks	No: 40-AAA-403-009	Effective Date: April 19, 2023 Supersedes: June 12, 2014

100 INTRODUCTION

100.1 PURPOSE

The purpose of this policy is to provide procedures for Home Delivered Meal Volunteer background checks, protecting Agency clients in the Home Delivered Nutrition Program.

100.2 SCOPE

The scope of this policy shall apply to all Agency Home Delivered Meal Volunteers and clients receiving Home Delivered Nutrition Program services.

100.3 AUTHORIZATION

The Agency Director authorizes this policy.

100.4 APPLICABILITY

All Home Delivered Meal Volunteers

100.5 RESPONSIBILITY

Business Services Analyst and Site Managers

The Agency will fund the costs of Volunteer background checks.

100.6 EXCEPTIONS

None

100.7 DEFINITIONS:

1. Volunteer Coordinator – Business Services Analyst (BSA)

100.8 KEY RISK FACTORS


None

100.9 REFERENCE

[Volunteer Handbook](#)

200 POLICY

It is the policy of the Agency to facilitate background checks of all volunteers to protect the clients of Agency programs. The Agency may conduct annual background checks on existing volunteers. The background check includes a list of any offenses which may impact eligibility as a volunteer in the Home Delivered Nutrition Program.

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300 PROCEDURES

1. Agency staff will provide the background check policy and volunteer consent/release forms to each volunteer.
2. Volunteers must return the completed consent/release forms to agency staff, who will forward the forms to the Volunteer Coordinator. The volunteer will provide a full legal name, and a viable email address on the background consent form.
3. The agency will screen for all felony offenses occurring within the past ten (10) years; misdemeanor violence offenses within the past seven (7) years; two or more misdemeanor alcohol offenses within the past five (5) years; all misdemeanor drug offenses within the past five (5) years or multiple offenses in the past ten (10) years; and any other misdemeanor offenses within the past five (5) years that would be considered a potential danger to vulnerable populations or is directly related to the functions of that volunteer.
4. The agency will not screen information concerning employment and earnings history, education, credit history, military service, professional credentials, or licenses.
5. The Volunteer Coordinator will enter the volunteer's name and email address into the third-party contractor site.
6. A link will be sent directly to the volunteer from the third-party contractor for background check completion.
7. Using the link, the volunteer will be responsible for answering all the questions.
8. Third-party contractor cross-references background check with disqualifying offenses listed in this policy and sends a pass/fail email to agency based on this cross-reference.
9. Agency notifies volunteer of results.

Approved By:

SARAH R. HENRY

Sarah Henry
Director
Area Agency on Aging

4/20/2023

Date