FAQ’s – 4-H Volunteer Fingerprint Background Check Reimbursement

Are volunteers required to request reimbursement for the cost of their background check?

- No. It is up to the volunteer to decide if they will, or will not, request reimbursement. If reimbursement is desired, it must be requested.

Does the volunteer need to complete a vendor setup (formerly ‘AP compliance’) form?

- No, we have received a special exemption for this purpose.

Why don’t I have to mail in the original background check receipts?

- This is a special exemption just for background checks. All other receipts must still be mailed (ex. travel, reimbursements).

Will my unit be charged for the reimbursements?

- No – by using the chartfield outlined on the instructions this will be charged to the State 4-H Office.

I won’t see this on my eReports so how do I know when this is paid?

- Once payments have been entered and have paid or are pending payment, the Service Center Rep will change the status of the eRequest to complete. An updated Excel Background Check Form will also be attached with the Voucher IDs from PeopleSoft which can be viewed in Voucher Inquiry and tracked to a check number.

What do I do if the volunteer didn’t save their receipt?

- Three items will be needed to reimburse the individual:
  1. Print the page in the volunteer’s 4H Online record that shows the approved screening date for the volunteer. This proves the background check was completed.
  2. Provide a fee schedule from the BCI approved agency showing how much the check would have cost. If the agency doesn’t publish a fee schedule, obtain an email or other documentation on agency letterhead that clearly indicates the price they charge for conducting and Ohio BCI check, and if appropriate, FBI check.
  3. Submit the signed the Volunteer Background Check Reimbursement Form and process with the other reimbursement requests for the month.

Is the $8 copy option still available?

- Yes, volunteers who have had an Ohio BCI (not FBI) fingerprint-based background check in the past 12 months should follow the BCI process, available at: [http://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-Business-and-](http://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-Business-and-)
Nonprofit/Background-Check-Forms/2011-2-22_RequestCopyOhioBackgroundCheck_BCI-pdf.aspx

- Results should be sent to:
  Attention: Background Checks – 4-H YOUR County, OSU Office of Human Resources, 1590 N. High St., Ste. 300, Columbus, Ohio 43201

- Because we do not believe BCI sends receipts for $8 results copy requests, if the volunteer would like to be reimbursed, the “didn’t save their receipt” process will be followed (see FAQ).

What do we do with the inked fingerprint cards from volunteers who didn’t have ‘scanable’ fingerprints?

- Mail the inked fingerprint cards to:
  Attention: Background Checks – 4-H YOUR County, OSU Office of Human Resources, 1590 N. High St., Ste. 300, Columbus, Ohio 43201
- Once received, OHR will assist you in completing the background check process.

What about other Extension volunteers – will their background checks be paid for, too?

- OSU Extension is moving to a position description based approach to determine which of our volunteers must have fingerprint background checks. All 4-H volunteers, and other volunteers that will or are likely to have care, custody, or control of minors, or ongoing, unsupervised access to members of vulnerable populations (developmentally delayed, elderly incapable of self-care, homeless), must have a fingerprint-based criminal history check on file before beginning service and every 4 years thereafter. There will be very few non 4-H volunteers required to have a fingerprint criminal history background check.
- If you have non 4-H volunteers who will have care, custody, or control of minors or ongoing, unsupervised access to members of vulnerable populations (developmentally delayed, elderly incapable of self-care, homeless), contact Kirk Bloir, Associate State 4-H Leader to discuss the matter further. Should it be determined that criminal history fingerprint-based background checks would be required, Extension will reimburse volunteers for the cost of their background checks when this is the case, regardless of the program area with which they volunteer.
- OSU Extension volunteers who are not required to have a fingerprint-based check will undergo a non-fingerprint criminal history check before being accepted to begin volunteer service. This will be a "one and done check." Volunteers will pay for this check themselves and are not reimbursed.

What about my volunteers who already paid for their background check last year?

- We are implementing the payment process for 4-H volunteer background checks on a go-forward basis. This means we cannot retroactively reimburse any Phase 1 volunteer for the cost of a background check paid prior to 2016.
What do we do if the BCI approved agency we’ve been using refuses to accept payment directly from volunteers?

- Go to [http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing.aspx](http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing.aspx) to identify an alternate BCI approved agency in your county. If there are no other suitable alternatives, a business case may be able to be made to request an exemption from direct reimbursement to volunteers. Email Jesse Buxton to discuss the matter further if you have no other alternatives.

Can we pay the volunteer or BCI approved agency from a checking account (Extension or Advisory Committee) and submit for reimbursement?

- No, volunteers will be reimbursed directly from the University after they have submitted all required paperwork.
- If your office or 4-H committee paid for all or a portion of the 2016 background checks, **please immediately stop this practice**. A one-time exception to the rule requiring direct reimbursement to volunteers will be granted due to the delay in the instructions for processing. No exemptions will be grant for payments made after February 15, 2016.
- Email Jesse Buxton for instructions on how to get reimbursed. Include the amount and the entity that needs to be reimbursed in your email.

Can we pay the BCI approved agency via Purchase Order?

- No, volunteers will be reimbursed directly from the University after they have submitted all required paperwork.
- If your office has a PO with a local BCI approved agency, contact them as soon as possible to let them know of the change in OSU procedures – that volunteers will pay for the background check themselves, get a receipt and request reimbursement through the county office. Once all current invoices have been paid, email your Service Center Representative to close the PO number.