



## Meals on Wheels Volunteer Background Check Policy and Procedure

The purpose of each volunteer background check is to ensure the safety of the seniors whom we serve, those with whom we partner, as well as Meals on Wheels staff.

Each volunteer is subject to four separate background checks; a criminal background check, the National Sex Offenders registry, the Medicare Fraud check, and the Department of Aging and Disability Services Employability Status Check Search which consolidates results from the DADS' Nurse Aide Registry, Medicaid Aide Registry, and Employee Misconduct Registry.

Each volunteer must sign a consent form granting permission for a Meals on Wheels staff member to run the background checks.

Each background check yields a different result and results are recorded as “passed” or “not passed” on each application. An applicant **MUST** pass all four background checks before moving onto the next step to become a Meals on Wheels volunteer. If an applicant passes all four background checks, they will move along in the process. If an applicant does not pass one or more of the checks, they will be notified by Meals on Wheels staff.

### Criminal background check:

- Criminal records do not automatically disqualify candidates from volunteering\* however the following convictions are unacceptable for any volunteer role:
  - Any charges that include violent crimes towards any human or animal which include but are not limited to: assault, domestic violence, rape, cruelty, etc.
  - Weapon offenses
  - Any theft charges, including but not limited to monetary or identity theft
  - Senior/Elder abuse or fraud
- Certain volunteer options may be unavailable if any of the following charges are present:
  - Driving while intoxicated and/or driving under the influence
  - Drug possession w/intent to distribute or other felony drug related charges
  - Driving tickets or accidents that resulted in the destruction of state or personal property (I.e. hitting a rail, or a building)
- Some criminal records may appear that may **NOT** disqualify a volunteer applicant include:

- Non-felony simple Drug Possession charges
- Driving tickets not resulting from DUI or DWI
- Accidents involving another motor vehicle
- Any charges or sentences that have been dropped, dismissed, or reversed

\* In some cases, additional information may be required from the applicant. If the applicant refuses to provide any additional information, their application will be rejected.

### **Court Ordered Volunteer Background Check Policy and Procedure**

Individuals seeking court-appointed hours must pass the afore-mentioned background check criteria.

The following information is required before the volunteer begins their service hours:

- Number of hours required
- Due date for completion
- Volunteer's age (under 16 is not allowed without direct parental supervision)
- Nature of the offense\*
- Willingness to perform duties needed by the agency

Every court-appointed volunteer will have an on-site supervisor. The supervisor is responsible for ensuring that the volunteer successful during the duration of their time with Meals on Wheels San Antonio. Volunteers may be asked to wear nametags while they are on the premises. **It is important that court-appointed volunteers present any court-required documentation at the start of the volunteer assignment, as credit may not be given for hours without documentation.**

Court-appointed volunteers will not be given access to client files, volunteer files, or any other confidential data.

Court-appointed Volunteer Opportunities include, but are not limited to:

- Kitchen work
- Meal or item packing/loading
- Meal distribution
- Janitorial and yard work

\* Individuals seeking court-appointed hours must pass the background check criteria. Meals on Wheels San Antonio will decline any potential volunteers who may pose a threat to staff or clients.