



Background Screening Process for Individuals Working with Children, Youth and Vulnerable Adults

South Carolina Conference of The United Methodist Church

Criteria for Approval:

- No conviction regarding a child, youth or vulnerable adult
 - No felony conviction
 - No DUI within the last five (5) years
- 1) Send completed [release](#), [order](#) and [report](#) forms and \$6 per background screening and \$9 per motor vehicle report (\$15 for both) to the Safe Sanctuary Coordinator in the Office of Connectional Ministries at the Conference Center to have a background screening done.
 - 2) After completed forms are sent to the Coordinator, an online background check will be submitted to LexisNexis Risk Solutions to run a national criminal and motor vehicle screening. A nine (9) digit Social Security number MUST be given in order to run the check.
 - 3) Results will be mailed within 10 working days stating 'approved' or 'not approved' to the authorized person of the board/agency or local church. An individual COULD be approved for supervision but NOT driving (i.e., A DUI within the last five (5) years)
 - 4) If LexisNexis Risk Solutions finds something based on an individual's name, Social Security number and date of birth, then it will send the individual a letter stating what was found. When that happens, the individual can contact LexisNexis Risk Solutions at Consumer Disclosure department at (800) 845-6004 to dispute its findings.

- 5) If an authorized person receives 'not approved' for an individual, the report will state whether that outcome is for supervision or for driving. For confidentiality reasons, NO other explanation will be given.
- 6) It is the responsibility of the individual who was screened and the authorized person of the board/agency or local church to contact the Safe Sanctuary Coordinator to request a review for an appeal of the situation within 90 days of notification. This is to discuss the *possibility* of an exception.
- 7) The coordinator, Director of Connectional Ministries, authorized person of the board/agency and two (2) other individuals selected by the Director of Connectional Ministries will mediate to make the decision. The review process will take several weeks so plan accordingly in the event that the appeal is not granted.
- 8) After three (3) years, another background check is required for all individuals 18 or over participating in ministry with children, youth and vulnerable adults where they have care, custody and control.
- 9) All records will remain under lock and key at the Conference Center. The two (2) people that will have access to the LexisNexis Risk Solutions information will be the Safe Sanctuary Coordinator and the Administrative Assistant for the Office of Connectional Ministries.

10) Contact Information:

Robin Landers – Safe Sanctuary Coordinator

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Tammy Fulmer – Administrative Assistant for the Office of
Connectional Ministries

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