

# Background checks for UNH Youth Programs

## 1. Which type of check to do? Is your program considered either:

### A Youth Skill Camp (per NH law)

- ▶ Participants are **under 18** and
- ▶ Lasts **3 or more** consecutive days and
- ▶ **Teaches** a skill to minors (i.e. art, music, science, sports)

### A UNH Youth Program

(not a Youth Skill Camp)

- ▶ Participants are **under 18** and
- ▶ Lasts **2 or fewer** consecutive days
- ▶ Refer to UNH Policy for the Protection of Minors for exceptions to the UNH Youth Program definition (link below)

## 2. Who to check?

- ▶ Background check **all staff or volunteers**
- ▶ Initial check: Includes addresses since **age 18**

- ▶ Background check **all staff or volunteers**
- ▶ Initial check: Includes addresses in **last 7 years**

## 3. When to check?

- After job/volunteer offer is accepted
- Check must be completed before working with youth
- Repeat:
  - **Annually** (each calendar year)
- ▶ Repeat check: Addresses in last **7 years**

- ▶ Perform after job/volunteer offer is accepted
- ▶ Repeat:
  - **If no break** in service: Every **3 years**
  - **After any break** in service if the last check was done **1 year ago** or longer
- ▶ Repeat check: Addresses in last **7 years**

## 4. Who pays for background checks?

- ▶ For Faculty, staff, & students being **PAID** to work with youth:

UNH Human Resources pays

- ▶ For Volunteers **NOT being paid** to work with youth:

Department pays

Average cost (2017): **\$75** back 7 years  
**\$125** back to age 18

## 5. Background check process:

- ▶ Manager or designee makes request online: [UNH.edu/HR>Employment>Background Checks](https://www.unh.edu/HR/employment/background-checks) \*
- ▶ Manager indicates whether the youth programs fits the definition of a Youth Skill Camp
- ▶ Staff/volunteer receives an email from **Hire Right** to begin process. Tell staff to follow up promptly and check all email addresses and spam folders
- ▶ Results are sent to UNH HR & forwarded to whomever made the check request
- ▶ Discuss any 'discrepancies' with your HR Partner immediately

\*note: UNH Extension Youth Program Managers follow a slightly different *procedure* for volunteers

More information: contact Mariah Bellington, UNH Human Resources

[UNH Policy for the Protection of Minors](#)

[UNH Procedures for the Protection of Minors](#)

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