



The Screening Process

For volunteers serving CASA in any capacity, the screening process begins with an application and includes passing a criminal history check and a Child Protective Services background check.

CRIMINAL HISTORY CHECK

A criminal history check is comprised of local, state, and national arrests or convictions of misdemeanor or felony charges in addition to sex offender checks and Social Security Number verification. The results will allow CASA of the Sabine Neches Region to determine a candidate's eligibility to volunteer. Please follow these steps, reading thoroughly, before beginning the process.

At this time, the cost of this check is approximately \$39.95. **CASA will reimburse all applicants for this cost if all of the following conditions are met:**

1. You have disclosed all criminal history on your application
2. You do not have criminal history which would disqualify you, at the discretion of CASA of the Sabine Neches Region, from serving as a CASA Companion.
3. You keep the receipt for payment at your appointment and submit it to the CASA Office Manager.
4. You complete all training and meet the requirements and become certified to serve as a CASA Companion

We do not wish to exclude anyone from service on the basis of this expense. If, for any reason, you would like to discuss possible alternatives, please contact the Executive Director.

How do I complete this check?

Step 1.

Visit <https://uenroll.identogo.com/>

Enter Service Code **11F26K**

Select Schedule or or Manage Appointment

Enter Name/Method of Contact Information

Enter Organization ID **21590**

Answer Agency Identifier Question

Answer Citizenship Questions

Answer Personal Info Questions (select "No" when asked about a coupon code)

Complete Address Section

Complete Documentation Section

Enter your Zip Code to find/select the nearest location near you

Select the date and time you would like to make your appointment and submit

Make note of the phone number in case you need to change/reschedule your appointment time.

Step 2. Bring your required documentation with you to your appointment.

Step 3. Bring a check or money order, credit or debit card and your driver's license to your appointment. Please arrive early as missing your appointment will force you to reschedule for another time and/or date.

Step 4. Retain and submit your receipt received by the fingerprinting office, to the Office Administrator for reimbursement.

IMPORTANT:

- If you have CPS history or criminal history which may prevent you from serving as a CASA Companion, **DO NOT** schedule a criminal history check without first consulting with the Program Director.
- You will only be reimbursed the cost of the checks which are pre-selected for you by choosing NCPA (Service Code 11F26K) and listing the CASA ORG ID (21590). Unless you select additional services, **the price at your checkout should be approximately \$39.95**
- To be sure you do not miss your appointment, please print directions from a website (such as MapQuest or Google Maps) and allow adequate travel time.
- **If you are unsure about ANYTHING at any point, please contact our office. CASA cannot be responsible for the cost of appointments which do not provide all necessary checks, do not designate CASA as the recipient, or are made in error**

CHILD PROTECTIVE SERVICES (CPS) CHECK

This check allows CASA to know if you have previous history with CPS of a nature which would preclude you from working directly with the children CASA serves.

We will initiate A background check request on your behalf through DFPS' Automated Background Check System.

You will receive an email from **CASABGCR@dfps.state.tx.us** with the Subject: DFPS Background Check Notification - Your, Name - Subject-Submitted. The email will contain a hyper-link to complete your CPS history check request. The hyperlink is a one-time use. Once you select the hyperlink, you must enter all applicable fields and submit the background check request. The hyperlink can only be accessed by you. The hyperlink is only valid for **seven (7) calendar days** from the date the email was sent.

If you still require a background check request and the hyperlink has expired or is no longer working, please contact our office at (409) 886-2272.

CASA has a Zero Tolerance Policy Prohibiting the Abuse or Mistreatment of Youth

Our organization will not tolerate the mistreatment or abuse of minors in its programs. Any mistreatment or abuse by a staff member or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service. Additionally, mistreatment or abuse by a staff member or volunteer may result in a report to the authorities and possible legal action.