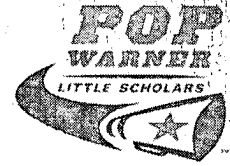


Pop Warner Little Scholars, Inc.
586 Middletown Blvd. Suite C-100 ☐ Langhorne ☐ PA ☐ 19047
Phone: 215-752-2691 ☐ Fax: 215-752-2879
www.popwarner.com



MEMO

TO: Pop Warner Region/League/Association
Contacts FROM: Beth S. Dietz, National Pop Warner
RE: 2019 Background Check Procedures: Applicant Insight
DATE: June 3rd, 2019

In accordance with Pop Warner's Child Protection Policy, background checks must be performed ANNUALLY prior to the start of the volunteer's service in Pop Warner. **Applicant Insight, Inc.** has been an official background screening provider of Pop Warner since the 2017 season, and provides background screening services in all states, delivered directly to you once your account is approved.

INSTRUCTIONS FOR PERFORMING BACKGROUND CHECKS.

1. Review the Pop Warner background screening rules and procedures at www.popwarner.com
2. Register for an Applicant Insight account by going to www.applicantinsight.com/PopWarner. There you will find a link to download the account setup paperwork, and instructions for completing them. **Please do not be overwhelmed with the number of attachments that you will see. Some of them are required to get your account set up, some of them are optional, and only need to be completed if you would like Applicant Insight to manage those specific services for you, and some of them are simply information for your review or sample compliance forms should you need them. Please refer to the attachment entitled "Paperwork Instructions" for information and guidance on all of the attached forms.** Once completed, you will submit them to Bobby Carmichael, the Applicant Insight/Pop Warner Account Relationship Manager at rcarmichael@applicantinsight.com. You may also call Bobby with any questions at (423) 316-6988. To learn more about Applicant Insight's background checks, please visit www.applicantinsight.com.

Please note that when registering for the first time, it may take up to **7-10 business days to set up your account**, after receiving your initial application and supporting documents, so please plan accordingly and leave yourself enough time to perform the checks prior to the start of the season.

When registering initially, items to check and verify are as follows:

- **Physical Street Address:** Place(s) where the screening will be ordered and reviewed
- **Telephone:** Phone number associated with Physical Street Address above.
- **Email Address of User:** The Applicant Insight Account Set-up and Implementation. Teams will send follow-up and account info to this email so please check junk/SPAM folders for correspondence.
- **Client Information Form:** Please print, fill out, and send in all items so Applicant Insight has the correct contact person to coordinate any correspondence and other related items.
- **Business Documents:** Please include your organization name in the application, as we need to verify your organization is a member in good standing of Pop Warner.
- **Package Options:** Special pricing and "package" options have been included in the Setup packet (as well as below), which will give you access to Pop Warner special pricing, including no set up fee or annual fee charges. You will be invoiced monthly for any requests and credit card payment options are available.

If your Pop Warner organization already has an account with Applicant Insight, new account set-up is not necessary. If you need a password or login assistance, please contact Applicant Insight's Customer Service at the numbers below.

For the 2019 season and moving forward, Applicant Insight has decided to lower pricing for all Pop Warner leagues/associations, as follows:

Option 1A). Our National Criminal Database Search - \$4.00

Our search includes a 7-year address history of the volunteer, a National Criminal Insight Search including National Sex Offender Registry Search. Also included, AI will validate every record found (unlimited) on the National Criminal Insight Search, directly at the reporting source (i.e. County Courthouse)*

Also included in our national search at no additional charge, is searches from other sources such as:

Boy Scouts of America Exclusions List

This data source contains a list of individual/entities that are excluded from participating with the Boy Scouts of America. This list consists of information from the BSA "Perversion File" or "Ineligible Volunteer File". DOB is included. Updated quarterly.

Federal Bureau of Investigation Most Wanted Crimes Against Children

This data source contains individuals wanted by the FBI for crimes against children. Includes Date of Birth, Alias, Basic Demographics, and Photos.

Performing Option 1A above, as a stand-alone search, is acceptable in the following states IA, MD, MN, NC, ND, NJ, OR, SC, TN, TX, UT, WI.

This is due to the fact that not every state reports their records to the National Criminal Database. In fact, the remaining states not listed above, have either poor coverage that is not updated on a regular basis, or they stopped reporting their records years ago (some as many as 10 years or more). As such, if you were performing a stand-alone National Criminal Database search, it is very possible that the volunteers that you are background screening could have records that obviously would not come up in the National Criminal Database, which could be a significant potential liability to your league/association, Pop Warner in general, and to the youth that you serve. As such, although you have the choice of either package option, if you are in a state not listed above, it is strongly recommended to perform Option 1B below.

Option 1B - \$10.00

Option 1A above plus a statewide search OR a County Courthouse search for the volunteer's current (or longest) county of residence. This option is especially effective for states with limited or no national database coverage*

****County Court or State Access fees are passed through to you****

Inclusion of our Proprietary NoMoreForms Automated system

We are offering all Pop Warner leagues our NoMoreForms system included at no additional charge (Please see guided walkthrough included with setup paperwork) that will enable you to automate your Pop Warner application, collect driver's license copies and other required forms. This way, coaches and other volunteers can complete your application and other forms, submit their driver's license, etc., all from their computer smartphone or tablet, wherever they are, any time day or night. This will greatly speed up your process, and again, keep everything contained in one system. Also, we can give you the optional ability to have either yourself or the coaches/volunteers submit payment via credit card directly on the NoMoreForms system.

If you utilize Applicant Insight's NoMoreForms platform, then please ignore steps 3-5 below. If you do not utilize Applicant Insight's NoMoreForms platform, then you will utilize their standard web-based platform as follows:

3. Make sure that you have completed the Official Pop Warner volunteer applications and supporting documentation to verify the data (copies of licenses, etc.). Then, log into your Applicant Insight account at <https://www.applicantinsight.com/Account/Login> using your log in and password. You will be brought to the Applicant Insight screening homepage featuring Best Practices, Compliance News, FAQ's and contact information. Review information to familiarize yourself with the screening process and any important updates.

4. When you are ready to perform the screening, click on **Place A New Order**, provide your FCRA certifications, select from your predefined packages, and input the required information on your candidate. **If you decide to utilize our NoMoreForms system, then you will simply send the volunteer an email that will contain a link to the Pop Warner NoMoreForms system, along with a login and password. The volunteer will log in, complete the Pop Warner Volunteer application, and when done, a background check will be automatically ordered, and results returned to Pop Warner user initiating the process.**
5. Background check results are returned directly to you once your account is set up and the order is complete.
6. Once all organization background checks are completed, leagues must sign and file the current annual League Affidavit of Compliance found on the Pop Warner website affidavits with the National Office. **The Association Affidavit should be sent to and retained by the League. Any association affidavits received by national will be returned to the league.** The Deadline for receipt of league affidavits at the National Office is **October 1, 2018. We can accept either a fax or e-mail as long as it is legally signed by the League Official.**

7. Further Details:

Applicant Insight customer service representatives are available to assist you at the following times and numbers:

When do I call my Account Manager?
<p>Bobby Carmichael Senior National Enterprise Sales Executive & Pop Warner Relationship Account Manager Phone: (423) 316-6988 Email: rcarmichael@ainsight.com</p> <p>To resolve non-transactional service requests</p> <ul style="list-style-type: none">• "Proactive account management"<ul style="list-style-type: none">• Reports• Account set up (location only)• Client Education/Training• Escalations

Customer Service Contact	Options
<p>Premier Customer Service (800) 245-2318 Inside the U.S. customerservice@ainsight.com</p>	<p>Option 1: Customer Service <i>Available Monday – Friday, 8:00 am-8:00 pm ET</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Report Inquiry <input type="checkbox"/> Password Assistance <input type="checkbox"/> New Logins, Accounts, or Location Setup <input type="checkbox"/> Account Structure Questions <input type="checkbox"/> Check status of searches <input type="checkbox"/> General Account Access/Maintenance <input type="checkbox"/> Question/s about a result <p>Option 2: Drug Testing and Occupational Health Services</p> <p>Option 3: NoMoreForms/Tech Support <i>Available Monday – Friday, 8:00 am-8:00 pm ET</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Difficulty Obtaining Access <input type="checkbox"/> Password Problems <p>Option 4: Sales</p> <p>Option 5: Accounting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Invoicing and Payment
<p>FCRA Compliance and Consumer Contact Line 1-800-771-7703 x 2048</p>	<p>If an applicant disputes the results of their report they can call this number for more information.</p>

If you have any questions regarding Applicant Insight please contact me at 215-752-2691 Ext 122.

Thank you.