

Volunteer Process

with Training Levels

(Updated 11/3/2023)

Here are the steps for the approval process for becoming a vetting volunteer. **Steps 1-5 are for everyone to complete.** Step 6 is varied because it depends on the role you would like to fill in the Circle of Support for your church. Please print these sheets off and keep them for reference, there is a great deal of information on these pages! Contact Tiffany Ferguson at tferguson@safefamilies.net or Nicole Blake at nblake@safefamilies.net if you have any questions.



1. Application - 10 minutes
2. References- 5 minutes to remind your references
3. Background Checks- 20 minutes plus driving time
4. Volunteer Assessment- 1.5-2.0 hours
5. Mandated Reporter Training- 20-30 minutes
6. Training- Depending on what role you want to step in 4- 6 hours

1. Application: Please complete online at www.safe-families.org by choosing one or all of the following: Family Friend, Host Family, Family Coach

- Choose 'get involved' at the bar at the top of the website (or QR code above)
- PLEASE USE Email addresses for your references.
- Once SFFC receives your application
 - You will receive a 'welcome email' that says "**Dear Volunteer; Safe Families for Children Database Access**" to our SFFC **DATABASE**
 - Follow the instructions to register and let us know if you need assistance. Please check your 'spam' folder if you don't see it within 24 of filling out your application. You will be able to manage parts of your profile, receive alerts of local needs of families and add notes about volunteering.
 - If you selected that your spouse will volunteer, they will receive an email to submit their online application which will connect to your family file.

2. References: The SFFC database will auto email reference requests after an application is submitted. Please follow up with your references to make sure they fill them out.

3. Background Vetting - A, B, and C must be completed

A. Maine CPS/CARS background check instructions \$15.00 per person for everyone 18 years or older in your house hold. A credit card will be needed to conduct the online application/payment

1. Instructions and documents that are needed to complete required background checks are in the Online Portal link: [Child Abuse Registry Background Check Request](#) .
2. Enter your personal information and fill in N/A on the previous names as appropriate.
3. On the AUTHORIZATION INFORMATION screen Make sure that you check the circle that says “Email subject directly for authorization if selected” and put in YOUR EMAIL ADDRESS.
4. On the DELIVERY INFORMATION SCREEN choose “Deliver result by email” where the background results will be sent. Type in Maine@safefamilies.net to that space.
5. It is also expecting you to add a physical address where the background check is sent, add this address:
Safe Families for Children - Maine
Nicole Blake
PO BOX 146 Topsham, ME 04086
(207)-930-5010
6. Review Order Screen, checking that information is correct.
 - a. Subject Information is yours, Shipping Information is SFFC and Order Total is \$15.00 per person.
7. It will take you to the payment screen and add in your credit card and personal address billing information.
8. Submit Payment
9. An email will come to you asking for your authorization, please be looking for it and give permission.

B. Fingerprinting at Identogo for State and Federal Background Check -\$39.00 per person for anyone 18 years or older in your household.

The tutorial to register for fingerprinting at the identogo website www.identogo.com at the above link is a bit dated, but the fields that you are looking to verify are the same:

1. Digital Fingerprinting - Schedule an Appointment
2. Agency Name: Maine SBI NCPA/VCA
3. Click YES to confirm
4. Fingerprint Reason: NCPA/VCA Volunteer
5. VECHS Agency: Safe Families for Children
6. Click “I agree”
7. Enter Zip CODE to find a local appointment
8. Schedule an appointment and pay with Credit Card

9. I would print off the confirmation or take a photo of it so you will have the information when you travel.

10. TIPS: You don't need to put an employer's information in and when you are paying with the credit card, the SHIPPING address is the same as the billing address.

C. There is an attachment "MEVECHS Program Waiver Agreement and Statement (Maine Volunteer and Employee Criminal History Service) Maine State Police, State Bureau of Identification". Please print it off and sign it and send it to maine@safefamilies.net so it can be added to your volunteer file. The MEVECHS form grants permission for Maine State Bureau of Identification to send your results to SFFC.

4. Volunteer Assessment:

We will be calling to schedule an assessment with you.

- **Family Friend or Family Coach Assessment**- In person at the home or in public
- **Host Family Assessment**- Done in the home
 - Assessment will include:
 - Interview with applicant (& spouse), all household members must be present for a few questions
 - Home safety checklist including a walk through of the home
 - Volunteer agreements

5. Mandated Reporter Online Training (20-30 minutes)

- Proceed to the Maine Mandated Reporter web page: <https://mainemandatedreporter.org>
- Read all the directions first. When you begin the training, do not close your web browser until the training, quiz, and certificate are complete. If you close your browser part of the way through, you will need to begin again.
- If you closed out your browser without getting your certificate you can use the registration number that was emailed to you to go back to mainemandatedreporter.org to print the certificate.
- Family members over the age of 18 years may include all names on one certificate, if you sit together and watch the mandated reporter training together.
- Please send a copy of your completed certificate to Maine@safefamilies.net

6. Training:

A. **In-person training**-Are held throughout the year please contact your Safe Families for Children staff or Ministry Lead.

B. **Register for Training at the Community Hub** at www.safe-families.org; this online training can be done at anytime. Click on the Blue PORTAL button in the top right hand corner. Each adult must register EACH TIME you visit the Community Hub as it will track your training completion. If it is your first time there, you will be asked to register and make a password. Then you can begin walking through the online training process watching the Safe Families Training and reading the information and articles in the line up. Each module builds on itself. As you walk through the videos and reading, there are places where you have to “Check the box” to confirm you have completed that task, opening and watching the videos confirms your completion, however, opening the readings does not, you have to check the box. (can be done in 15/30/90 minute increments)

Core Training - For Everyone

Host Family Training- Host Families

Family Coach Training: Core, Host and FC

Ministry Lead Training: Core, Host, FC, ML

C. **Please sign attached Verification of Training form once your training is complete**

REASSESSMENT PROCESS:

The Background Checks and Mandated Reporter Training need to be done **every three years** as those parts of the vetting process expire. To Reassess, DO #3, #4, #5 and Staff is responsible for doing an update to the assessment.



MEVECHS Program Waiver Agreement and Statement

(Maine Volunteer and Employee Criminal History Service)
Maine State Police, State Bureau of Identification

Pursuant to the National Child Protection Act, as amended by the Volunteers for Children Act (NCPA/VCA), this form must be completed and signed by every current or prospective applicant for whom fingerprint based criminal history records are requested by a Qualified Entity (QE).

I, the undersigned, hereby authorize
Safe Families for Children Alliance
Name of Qualified Entity (QE)

to submit a set of my fingerprints to the Maine State Police-State Bureau of Identification (MSP-SBI) and Federal Bureau of Investigation (FBI) for the purpose of accessing and reviewing state and national criminal history records that may pertain to me. I understand that I would be able to receive any Maine record from the MSP-SBI, and any national criminal history record from the FBI pursuant to 28 CFR Sections 16.30–34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement and Statement, it is my intent to authorize the dissemination of any Maine and national criminal history record that may pertain to me to the QE.

I understand that, until the criminal history background check is completed, the QE may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, the QE may provide me a copy of the criminal history background report, if any, received on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before a final decision is made based on Maine Statute Title 16 §709 and Code of Federal Regulations(CFR) Title 28 § 16.30-34.

I have ____ OR have not ____ been convicted of a crime.

If convicted, please describe the crime(s), date and location of the crime(s) and the name of the convicting court:

____ I hereby declare that I am the person described below, and understand that any falsification of this statement can result in the termination of my participation.

Signature Date

Printed Name Date of Birth

Residential Address City State Zip

This document must be retained by the QE and is subject to audit by the MSP-SBI and FBI.⁴



Verification of Training Completion

Please insert dates next to all trainings completed and materials reviewed, then sign below confirming completion required for volunteer role you've applied for.

Family Friend Handbook		Core Training	
Host Family Handbook		Host Family Training	
Family Coach Handbook		Family Coach Training	
Ministry Lead Handbook		Ministry Lead Training	

I/we (print name(s)) _____ verify that I/we have completed the above Safe Families for Children training.

Volunteer Signature: _____ Date: _____

Volunteer Signature: _____ Date: _____