



Suitability to Interact with Minors

OCVS Guidance Document

Federal Special Condition that applies to all youth-serving organizations funded by VOCA and VAWA STOP/SASP

SPECIAL CONDITION LANGUAGE

“Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

Additional information is available on the [Office of Justice Programs \(OJP\) website](#)

HOW TO SATISFY THIS FEDERAL REQUIREMENT

This condition applies to all staff, volunteers, and contractors that are part of the federally funded project and will interact with unaccompanied minors.

Agencies must have the following on file to satisfy this requirement:

1. Documentation that the following registries were checked:
 - a. [Dru Sjodin National Sex Offender Public Website](#)
 - b. [Wisconsin Sex Offender Registry](#)
 - c. Registry for any other state where the individual has lived, worked, or attended school in the last five years.
2. Documentation that the following background checks were completed:
 - a. [Wisconsin Department of Justice FBI and CIB Fingerprint-Based Background Check](#)
 - i. New Fingerprint-Based Background Check procedure required for all new and existing staff, volunteers, and contractors by September 30, 2023.
 - b. Background check for any other state where the individual has lived, worked, or attended school in the last five years.
3. A written determination stating that steps 2 and 3 have been completed, reviewed, and that the agency determined the individual is suitable to interact with minors.
 - a. Documentation that the written determination (along steps 2 and 3) is reviewed and updated every five years.
4. OCVS requires that organizations have written child sexual abuse policies and procedures. Policies and procedures should address all 6 components as outlined in the Centers for Disease Control and Prevention [CDC Guide](#).