



## ASCF Background Check Policy

### *Purpose:*

To provide due diligence in screening all candidates for temporary housing at A Shelter for Cancer Families (ASCF) to create a safe haven for ASCF resident families as well as the staff and volunteers who serve them.

### *Policy:*

All new housing candidates 18 years and older (including but not limited to patients, caregivers, family members and guests) must complete a background check. Returning guests are required to have a current background check on file (background checks remain valid for one year). Background check authorizations must be submitted at least **one week** prior to the anticipated date of arrival. All offers for housing at ASCF are contingent upon clear results of a current and thorough background check. *There will be no exceptions to this rule.* A Shelter for Cancer Families will inform candidates of their background check status prior to confirming their reservation.

At a minimum, background checks will include both a social security verification and a criminal history check including a review of criminal convictions and probation. The following factors will be considered for housing candidates with a criminal history:

- the nature of the crime and its relevance to any potential risk to ASCF guests, staff, or volunteers;
- the elapsed time since the conviction; and
- the number (if more than one) of convictions.

In the event any negative or incomplete information is obtained, the Executive Director (possibly with input from the board members, risk management team and/or insurance provider) will assess the potential risks and liabilities and will make a final determination of eligibility.

As the safety and security of our guests is of utmost concern at ASCF, we reserve the right to deny housing to anyone who is currently on probation or parole, or has a felony conviction within the past 5 years.

It is the organization's aim to provide a safe place for families to shelter from the cancer storm during what may be a vulnerable time. As such, ASCF is unable to house candidates who may pose undue risk to ASCF families, staff, or volunteers.

Background checks can be completed by visiting the link below:

[https://thecolegroup.formstack.com/forms/ascf\\_housingapp](https://thecolegroup.formstack.com/forms/ascf_housingapp)

ASCF reserves the right to modify this policy at any time without notice.