



Family Reunification: Personnel File Checklist

The following list of items need to be present in program personnel files per ORR/DUCO guidelines. USCCB/MRS monitors will review files as part of the site visit monitoring to ensure files are present. Please contact your assigned Children's Services Specialist should you have any questions about the items below.

<u>General Documentation</u>	
Resume	
Employment Application	
Professional References	
Educational Records / Diploma	
Professional Licensure (if applicable)	
I-9 Employment Eligibility Documents (I-9 form and copies of required I.D documents)	
<u>Background Investigation Documentation</u>	
CPS Background Investigation (child abuse and neglect record check, every 5 years)	
FBI fingerprint check of national and state criminal history repositories (every 5 years)	
Efforts to ask applicants about any previous and/or current misconduct, to include alleged sexual abuse, sexual harassment, or inappropriate sexual behavior, employee's response, efforts to contact past employers (only during pending investigation) and results	
Driver's Record / Clearance (if expected to transport UC and/or sponsors)	
<u>Ongoing and Annual Documentation</u>	
Signed Mandated Reporter Statement (annual)	
Confidentiality Policy Acknowledgement (signed assurance of nondisclosure, annual)	
Code of Conduct Policy Acknowledgement (signed statement, annual) to include questions about any previous and/or current misconduct since last statement	
Annual Performance Review (annual, signed, with employee's written comments)	
<u>Training</u>	
Indication that 40 hours of training, in process and/or completed in the review period, meeting the following training topics	
ORR/DCS Policy and Procedures	Immigration Overview
The Flores Settlement Agreement	Immigration and Child Welfare Systems
Violence Against Women Reauthorization Act of 2013	Trafficking Victims Protection Reauthorization Act of 2008
Mental Health, a trauma informed Approach	Child Welfare Best Practices
Community Based/Education Services	Safety working in the field
Child Development Theory	Substance Abuse and Treatment
Domestic Violence and Prevention	Gang Prevention Techniques and Resources
Loss and Family Separation	Child Trafficking and Smuggling
Confidentiality Training/ Confidentiality per ORR policy	Mandated Reporter Training/ Child Abuse Reporting Requirements
Trauma Informed Care: Understanding and Addressing the Needs of Unaccompanied Children	Preventing, detecting and responding to sexual abuse and sexual harassment as required by ORR
Cultural Competence Training	Other