|  |
| --- |
| **Program Name:** |
| AmeriCorps programs are required to maintain accurate, current, and compliant member files and program documents. Following are two checklists that include elements needed for effective AmeriCorps program implementation and member management. These align with the components found in CV’s *California Program Standards (available on CV’s Grantee Central)*. These forms are also used in CV’s monitoring processes in member file and desk reviews and site visits.**Member File Review Checklist:**Please review your AmeriCorps member files for completeness and check [🗹 ] each item below (including its components). CV may later validate this by requesting a sampling of member files for review. **Please return this form to your CV Program Officer (see your Program Calendar for due date).** |
| All Member Files Reviewed By: | Date Review Completed: |
| **Required Member File Documents** | **Yes** | **No** | **N/A** |
| 1. **Member Application, including:**
* Member Applied in My AmeriCorps portal [if so, term of service & eligibility are included in egrants]
* Previous Term of Service Addressed
* Eligibility Addressed
 |  |  |  |
| * **2. Member Enrollment**
* Enrollment completed within 5 days?
* If not, \_\_\_\_\_\_\_\_\_ days
 |  |  |  |
| **3. Proof of age** (*Government photo ID)*  |  |  |  |
| **4. Documentation of citizenship/naturalization/resident alien status**Primary documentation of status as a US citizen or national. *One of the following forms of documentation is acceptable. Check the item on file:*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\** A birth certificate plus Photo ID showing the individual was born within the 50 states, the District of Columbia, Puerto Rico, Guam, the US Virgin Islands, American Samoa, or the Northern Mariana Islands
* A United States passport
* A report of birth abroad of a US Citizen (FS-240) issued by the State Department
* A certificate of birth-foreign service (FS-545) issued by the State Department
* A certificate of naturalization (Form N-550 or N-570) issued by the INS, plus Photo ID
* A certificate of citizenship (Form N-560 or N-561) issued by the INS, plus photo ID

**-OR-**Primary documentation of status as a lawful permanent resident of the US. *One of the following forms of documentation is acceptable. Check the item on file:** Permanent resident card, INS form I-551
* Alien Registration Receipt Card, INS form I-551
* A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. Note: Foreign passport with temporary I-551 stamp okay but follow-up check for actual I-551 when received (check expiration date on stamp)
* A departure record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence
* Application for Replacement Alien Registration Receipt Card I-90. Check that application is for alien registration receipt card and not some other temporary or conditional status - follow-up check necessary for actual I-551 when received

**-IF-*** If one of the ten types of documentation listed above is not present, has the program obtained written approval from CNCS that other documentation is sufficient to demonstrate the individual’s status as US citizen, US national, or lawful permanent resident alien?
 |  |  |  |
| **5. Emergency notification form** (*member signature required – could be included in contract)* |  |  |  |
| **6. Criminal background check verification form must indicate, at a minimum: [*NOTE: per CV policy, clearance dates must be prior to the member start date)*** *[CV strongly recommends using the CV NSCHC Verification Form which contains all needed elements – available on Grantee Central]***State and FBI Checks:** * Consent to conduct State/FBI check documented or parental consent form if member is under 18 at time of application
* The source of the background check (e.g.Cal DOJ, vendor, etc.)
* The date the State Criminal Registry check for California was initiated and the date the results were received/cleared;
* The date the FBI Criminal History Check was initiated and the date the results were received/cleared;
* Documentation that results were reviewed and the member was cleared for service prior to member start date; and
* The name & signature of the person who conducted the review and the date on which a clearance decision was made.
* File did not include actual results (RAP sheets) for State Criminal Registry and FBI Criminal History checks--ONLY HR letter or email clearing the member was included, if applicable.

**NSOPW:** * National Sex Offender Public Website (NSOPW.gov) check was completed and applicant cleared prior to member start date; **AND**
* A paper copy of the National Sex Offender Public Website Check completed, inclusive of the date record and time for when the search was performed, and showing that all state registries were reporting, with the name and signature of the person who reviewed the results (*see attached example).*
* If NSOPW results include people with the same name as the member, documentation results were cross-checked against the Government-issued photo I.D.

***Non-resident of California:***Additional State Criminal Registry check for the person’s State of Residence (If applicable)* The source of check, date initiated and the date the results were received and a cleared
 |  |  |  |
| **7. Publicity release form:** Member signature and date (*if member is under 18, form must be signed by parent/guardian*; *can be in* *contract)* |  |  |  |
| **8. High school diploma/GED documentation:** Copy of member eGrants page showing HS status – or High School Diploma/GED Declaration form – or – statement that member agrees to earn one prior to using Education Award (can be included in Member Contract). |  |  |  |
| **9. Member Service Agreement (Contract) must include: (See CV’s *Member Contract Required Content* on grantee central)*** Service Term: Member start and end dates for contracted term of service (not to fall outside of the contracted program start and end dates and aligned with timesheet and post-CHC clearance);
* The minimum number of service hours (as required by statute) and other requirements (as developed by the program) necessary to successfully complete the term of service and be eligible for the education award;
* The amount of the education award for successful completion of the term of service in which the individual is enrolling;
* Monthly or biweekly amount of living allowance (if applicable) [include additional text from Required Content Document]; Amount is the SAME for all Members, regardless of start date.
* Health care, Childcare and Student Loan Forbearance benefits of service [see Required Content Document]
* Member position description [may attach to service agreement as an addendum -- should be referenced within body of agreement];
* Standards of conduct, as developed by the program;
* The list of prohibited activities, including the full text of those specified in the regulations at 45 CFR § 2520.65;
* The full text of 45 CFR §§ 2540.100(e)-(f), which relates to Non-duplication and Non-displacement;
* The full text of 45 CFR §§ 2520.40-.45, which relates to fundraising by members. Per CV policy, if your program does not have an approved Fundraising Performance Measure you must add this clarifying statement: *“[Program Name] does not have an approved Fundraising Performance Measure, therefore our Members may not engage in fundraising activities.”*
* Drug-Free Workplace Act [41 U.S.C. § 701 et seq. - Include program policy addressing at minimum items a, c, d, e, and f]
* Civil rights requirements, complaint procedures, and rights of beneficiaries;
* Consequences for violating standards of conduct, suspension and termination rules; step-by-step policy
* The specific circumstances under which a member may be released for cause;
* The circumstances under which a member may be released for “compelling personal circumstance”; include documentation process
* Grievance procedures
* Member signature and date (or parental or legal guardian signature and date for Members under 18 years of age)
* Program Staff signature and date

*\*Note: The grantee should ensure that the member contract is signed and dated by the member and program staff before commencement of service so that members are fully aware of their rights and responsibilities.* |  |  |  |
| **10. First month AND the most recently completed Timesheet. Timesheets must include:** * Service hours
* Training/Member Development hours
* Fundraising hours (*as applicable only with an approved Fundraising Performance Measure*)
* Lunch/breaks are accounted for (In/Out Times will demonstrate this. Notation that ‘Lunch/Breaks not included in hours’ also acceptable).
* Member signature and date
* Supervisor signature and date indicating approval of hours
* If corrections made, they are initialed by member and supervisor
 |  |  |  |
| **11. Tax documents :** W-4 form to document tax withholdings  |  |  |  |
| **12. Benefits Form** – **Full-Time and Part-Time members serving in Full-Time capacity ONLY.**  Health Care **🗆** Accepted, proof of health care enrollment included - or - **🗆** Declined, waiver included - or - **🗆** Not Applicable  Child Care **🗆** Accepted - or - **🗆** Declined, waiver included - or - **🗆** Not Applicable**🗆** Member signature and Date |  |  |  |
| **13. Parental consent form\*** (*If member is under 18*): Member signature and date and legal guardian signature and date |  |  |  |
| **14. Mid-term performance review** – **Full-Time and Half-Time members ONLY.**  |  |  |  |
| **15. End of term performance review** *(****required for all* members***)*: The end-of-term evaluation addresses, at a minimum, the following:* Whether the member has completed the required number of hours;
* Whether the member has satisfactorily completed assignments;
* Whether the member has met performance criteria that were clearly communicated at the beginning of the term of service.
 |  |  |  |
| **16. Member Exit** * The member exit was completed in portal within 30 days
* If not, \_\_\_\_\_\_\_\_\_ days
* The exit was fully certified, the number of hours served was updated, and the completion date entered.
 |  |  |  |
| **17. Member discipline documentation\*** (if applicable) |  |  |  |
| **18. Documentation of Compelling Personal Circumstances\*** (*if applicable*): Documentation in file of compelling personal circumstances which fall within the parameters identified in the AmeriCorps Regulations for the relevant program year, to determine pro-rated award. |  |  |  |

**Program Readiness Checklist**

**Purpose:** The *Program Readiness Checklist* identifies elements of readiness for AmeriCorps program implementation and member management. All new programs complete this checklist as part of contracting in the first year of a 3-year grant cycle, with reviews as needed in years 2 and 3.

Please review the following items and [🗹 ] each item that is in place. If your program is still developing a component, feel free to check ‘In Process’ to assist your Program Officer in following up to connect you to resources or TTA support. CV may later validate this form by requesting sample documents for review.

Resources to assist in developing each one are available on CV’s Grantee Central at <http://www.californiavolunteers.org/granteecentral/> and CNCS’ Knowledge Network at <http://www.nationalservice.gov/resources>. Feel free to contact your Program Officer with questions.

|  |  |  |
| --- | --- | --- |
| Program Ready🗹 | In Process of developing🗹 | **Required Program Documents** |
|  |  | 1. **Performance Measurement Data Collection and Review Plan** [See CV Site Visit Record for what’s evaluated; also see Program Start Up Guide] To ensure the program collects, analyzes, and uses valid program data to inform progress towards meeting performance measurement targets, processes are in place to effectively gather and handle data. Include internal checks & systems to ensure: validity, completeness, consistency, accuracy, and verifiability.
 |
|  |   | 1. **\*Member Service Agreement (Contract), including:** [See Member Contract Required Content Checklist &Template]
 |
|  |  | 1. Member start and end dates for contracted term of service, not to fall outside of the program start and end dates.
 |
|  |  | 1. Distribution of living allowance (biweekly, monthly, etc.) and amount members earn per pay period.

This amount MUST be stated as a biweekly/monthly dollar amount. The amount members receive per pay period is the SAME for all members, regardless of start date (with the exception of a proration for members who start/end within a pay period). |
|  |  | 1. The minimum number of service hours (as required by statute) and other requirements (as developed by the recipient) necessary to successfully complete the term of service and to be eligible for the education award;
 |
|  |  | 1. The amount of the education award being offered for successful completion of the term of service in which the individual is enrolling;
 |
|  |  | 1. Standards of conduct, as developed by the program;
 |
|  |  | 1. The list of Prohibited Activities, including those specified in the regulations at 45 CFR § 2520.65;
 |
|  |  | 1. The text of 45 CFR §§ 2540.100(e)-(f), for Unallowable activities (ie. Non-duplication and Non-displacement)
 |
|  |  | 1. The text of 45 CFR §§ 2520.40-.45, which relates to fundraising by members. **Must include, even if the program does not have a fundraising performance measure.**  *Effective beginning 2016-17*: plus this additional statement: “Per California Volunteers’ policy, members may only perform fundraising activities as described in an approved Fundraising Performance Measure.” Also **indicate whether or not your program has a specific PM for fundraising.**
 |
|  |  | 1. Requirements underDrug-Free Workplace Act [41 U.S.C. § 701 et seq. - Include program policy addressing at minimum items a, c, d, e, and f]
 |
|  |  | 1. Civil rights requirements, complaint procedures, and rights of beneficiaries;
 |
|  |  | 1. Suspension and termination rules;
 |
|  |  | 1. The specific circumstances under which a member may be released for cause;
 |
|  |  | 1. The specific circumstances under which a member may be released for “compelling personal circumstance” and program’s documentation process
 |
|  |  | 1. Grievance procedure process
 |
|  |  | 1. Other requirements established by the recipient.
 |
|  |  | 1. Member signature and date
 |
|  |  | 1. Program Manager signature and date

***Note: The program should ensure that the member contract is signed and dated by the member and program staff before commencement of service.*** |
|  |  | 1. **Member Position Description (for each member position): - May be included in Member Service Agreement or attached as an addendum.**  Activities must align with those described in Program Narrative and PMWs and include:
 |
|  |  | 1. AmeriCorps Position Title
 |
|  |  | 1. Term of service (position type, when commitment starts & ends)
 |
|  |  | 1. Time Requirements (hours per/week)
 |
|  |  | 1. Description of duties
 |
|  |  | 1. Areas of responsibility (e.g. service delivery, performance measurement data collection, training, reporting, etc.)
 |
|  |  | 1. Essential functions
 |
|  |  | 1. Qualifications/characteristics
 |
|  |  | 1. **Performance Measure Instruments** [Must match PMW row 7 for all measures.]
 |
|  |  | 1. **National Service Criminal History Checks (NSCHC) Policy and Procedure**

Must meet requirements of CV Checklist & Verification Forms prior to submission to CV for review |
|  |  | 1. **AmeriCorps Member Service Opportunities posted on the *My AmeriCorps* Portal**
 |
|  |  | 1. **AmeriCorps Member Application – Recommend using *My AmeriCorps* Portal (online) application**
 |
|  |  | 1. Previous Term of Service Addressed
 |
|  |  | 1. Eligibility Addressed
 |
|  |  | 1. **Staff and member supervisor position descriptions** – (staff on Program Diagram/Budget)
 |
|  |  | 1. **\*Member Pre-Service Orientation Plan, including: (include agenda and materials)**
 |
|  |  | 1. AmeriCorps history and program overview
 |
|  |  | 1. Geographic/demographics of community, compelling need being addressed, targeted community, program mission/ performance measurement goals, and partnership
 |
|  |  | 1. AmeriCorps program policies/procedures review (including criminal history check)
 |
|  |  | 1. Review of member position description
 |
|  |  | 1. **Prohibited and Unallowable Activities training** (must document w/sign-in sheets and have a plan to train absent or late enrolling members) [See 45 CFR § 2520.65 and Sample Member Contract/Checklist]
 |
|  |  | 1. Full review of member service agreement [see item #4]
 |
|  |  | 1. Review of timekeeping, approval process, and make-up hours policy and process
 |
|  |  | 1. Progressive discipline process
 |
|  |  | 1. Review of member benefits (including timesheet and stipend distribution, health care, child care, education award)
 |
|  |  | 1. Training required to equip members with any basic knowledge and skills needed before beginning service
 |
|  |  | 1. Member supervision plan overview
 |
|  |  | 1. Communication channels and expectations between program staff, members, and placement sites – including feedback, and site visits
 |
|  |  | 1. AmeriCorps branding/identification requirements [see CNCS/CV Branding and Messaging Guidance]
 |
|  |  | 1. Program calendar covering project timeline including required Swearing-in, national days of service, community events, holidays, training and direct service hours to ensure successful completion of term of service and recognition ceremonies.
 |
|  |  | 1. Review of safety plans and emergency procedures, including Continuity of Operations Plan (COOP)
 |
|  |  | 1. Formally acknowledges AmeriCorps commitment through swearing-in ceremony with the AmeriCorps Oath.
 |
|  |  | 1. **Member Ongoing Training Plan, including:**
 |
|  |  | 1. Core Training required to equip members with any basic knowledge and skills needed before and throughout service
 |
|  |  | 1. On-going training throughout service year to equip and develop members (as described in Performance Measures) (All training should be in a Member Training Calendar)
 |
|  |  | 1. Training that will assist members in their transition from their AmeriCorps positions (Integration of the AmeriCorps Advantage Career Resource Guide)
 |
|  |  | 1. **Member Orientation at Placement Site, including: (include agenda and materials)**
 |
|  |  | 1. Member/Site supervision agreement/expectations
 |
|  |  | 1. Review of member responsibilities to the site, service delivery plan/schedule, data collection process/system, and reporting expectations
 |
|  |  | 1. Review of prohibited and unallowable Activities
 |
|  |  | 1. Review of communication channels and AmeriCorps branding/identification requirements [see CNCS/CV Branding and Messaging Guidance]
 |
|  |  | 1. Timesheet/approval process
 |
|  |  | 1. Process for time off requests, making up service hours, etc.
 |
|  |  | 1. Site safety protocol and emergency procedures
 |
|  |  | 1. **Member Performance Evaluation templates**: Written mid-term and end-of-term evaluations are required for Half-Time and Full-Time members; end-of-term evaluation is required for less than Half-Time members. The end-of-term evaluation addresses, at a minimum, the following:
 |
|  |  | 1. Whether the member has completed the required number of hours;
 |
|  |  | 1. Whether the member has satisfactorily completed assignments;
 |
|  |  | 1. Whether the member has met performance criteria that were clearly communicated at the beginning of the term of service; and
 |
|  |  | 1. The extent to which members has demonstrated increase skills and knowledge to provide quality service per the Member Development PMW.
 |
|  |  | 1. **\*Orientation and Training Plan for Site Supervisors (fiscal and program staff), including at a minimum:**
 |
|  |  | 1. AmeriCorps grant requirements, program design, policies, **Prohibited and Unallowable Activities,** Performance Measures, data collection procedures, reporting process and deadlines, member training plan and member service schedule.
 |
|  |  | 1. Site supervisor training includes member supervision expectations, time sheet monitoring/approval, disciplinary policies and procedures, member performance evaluations, etc.
 |
|  |  | 1. Communication procedures and expectations (examples include a calendar of meetings, anticipated site visits, informal phone communication, and communication expectations surrounding member activities)
 |
|  |  | 1. Monitoring process to ensure that partners/subcontractors fulfill and meet agreements or obligations
 |
|  |  | 1. AmeriCorps branding/identification requirements [see CNCS/CV Branding and Messaging Guidance]
 |
|  |  | 1. **AmeriCorps Member Timesheet template, including:**
 |
|  |  | 1. Service hours
 |
|  |  | 1. Training hours (not to exceed 20% of total hours for service term)
 |
|  |  | 1. Lunch/Breaks are accounted for (as applicable; must not be counted in service hours)
 |
|  |  | 1. Fundraising hours (applicable only with an approved Fundraising Performance Measure)
 |
|  |  | 1. Signatures of member and supervisor with dates
 |
|  |  | 1. **Staff Timesheet template** (functional timesheet is required for staff less than 100% on the budget)
 |
|  |  | 1. **AmeriCorps Branding and Communication Policy and Procedure** [see CNCS/CV Branding and Messaging Guidance & Exhibit D of CV Contract], including:
 |
|  |  | 1. Members are provided with and wear service gear that prominently displays the AmeriCorps California logo when serving
 |
|  |  | 1. The AmeriCorps California logo is prominently displayed at all placement sites and used in promotional materials and on the legal applicant website. Service locations or member placement sites should display the phrase “AmeriCorps Serving Here.”
 |
|  |  | 1. The CaliforniaVolunteers logo and the phrase “*Administered by CaliforniaVolunteers and sponsored by the Corporation for National and Community Service*” is used on program website and in printed materials. Media and press releases reference AmeriCorps, CV and CNCS whenever possible. [Contact CV’s External Communications department for ideas and assistance]
 |
|  |  | 1. **Policy & Procedure for collecting and approving member timesheets**
 |
|  |  | 1. **A system is in place for tracking member service hours and informing members of progress toward completion of hours to earn and Education Award**
 |
|  |  | 1. **Member Recruitment & Selection Plan** (includes placement site involvement)[See CNCS *Program Start Up Guide*]
 |
|  |  | 1. **Member Enrollment & Exiting Process Using eGrants/My AmeriCorps Portal:** A system/tracking is in place to ensure that members are enrolled in My AmeriCorps Portal within 5 days from the start date and exited within 30 day from the end date.
 |

Items marked (**\***) could combined into handbook format (for members and staff), which could be used for training and as a reference.

**Legal Applicant Organization Acknowledgement:**

By my signature below, I certify that our organization:

* Is fully aware of what’s required;
* Has reviewed the items on both checklists to make sure our AmeriCorps program systems/resources/documents meet requirements; and
* Will follow up on anything needing further development.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Manager Name Signature Date