

Member File System CHECKLIST

Member Name			
Email		Phone Number	
Member Start Date		Expected End Date	
Program Sponsor Site			

Each member enrolled in the Community HealthCorps program is required to have a file (sectional folder) consisting of the following documents described in this document. Each file should only contain documents from one service year. If a member serves a second term, a separate file is required for the second term. If documents are kept within a human resources department, a memo must be maintained in the member file stating where the documents are located. The documents must be made available to NACHC upon request, including as part of programmatic file reviews. This checklist must be completed and kept in the member's file.

SECTION I. (ENROLLMENT DOCUMENTS)

- Community HealthCorps Member Contract
 - Eligibility Verification Form (*attached as Appendix I*)
 - Member Assignment Description (*printed from OnCorps, signed, and attached as Appendix II*)
- Copy of Documentation of Citizenship
- Copy of Proper Identification (Government Issued Photo I.D.) *
- National Service Criminal History Check Summary of Results (*State, FBI, and NSOPR*) *
- AmeriCorps Enrollment Form (*Hard copy with signatures, if member did not access the Portal*)
- W-4 Forms (*for members receiving a stipend, may be kept in either AmeriCorps file or HR file*)
- Proof of Health Coverage (*if member waived health insurance provided by program*)
- Child Care Benefits Application (*if applicable*)

SECTION II. (EXIT DOCUMENTS)

- AmeriCorps Exit Form (*Hard copy with signatures, if member did not access the Portal*)
- Documentation of Exit for Compelling Personal Circumstances (*if applicable*)
 - Official letter from member requesting Exit for Compelling Personal Circumstances
 - Documentation of Compelling Personal Circumstances (*i.e. doctors notes*)*
 - NACHC Approval of Exit for Compelling Personal Circumstances
- Health Insurance Exit Form (*if applicable*)
- W-2 Forms (*for members receiving a stipend, may be kept in either AmeriCorps file or HR file*)

SECTION III. (OTHER DOCUMENTS)

- Performance Review form (*Mid-term and End of term on one form*)
- Documentation of disciplinary action (*see Member Contract, Section 13: Disciplinary Procedure*)
- Independent Service Certification (*if applicable*)
- Independent Coursework Certification (*if applicable*)
- On-Call Hours Pre-Authorization (*if applicable*)

*Only if allowed to hold on file (per state law)