



## MEMBER ENROLLMENT CHECKLIST

- National Service Criminal History Check completed
  - National Sex Offender Public Registry check
  - Fingerprint-based FBI criminal registry check
  - State criminal registry check of the state the member will be serving in
  - State criminal registry check of the state the member lived in at the time of application
- Member Assignment Description approved and signed
- Member Contract completed and signed prior to starting service
- Eligibility Verification Form completed
- Payroll documents completed
- Health Insurance Enrollment/Waiver form completed
- Child care benefits enrollment package completed (if applicable)
- Member Record created in OnCorps and username and temporary password assigned
- Site Supervisor and placement site assigned in OnCorps
- Member enrolled in eGrants (within 30 days of start date)
- Loan forbearance request submitted in My AmeriCorps by member (if applicable)