



MEMBER EXIT CHECKLIST

- All timesheets submitted and approved in OnCorps
- All member service reports submitted in OnCorps
- Approval of exit for compelling personal circumstances received from NACHC (if applicable)
- End of term performance evaluation
- Living allowance payments scheduled to end
- Exit from health insurance
- Exit from child care benefits
- Exit Survey completed by member
- Status changed to "Exited" and exit date entered in OnCorps Member Record
- Exited from My AmeriCorps Portal (eGrants) within 30 days of exit date