



ENROLLING MEMBERS

Once the program has recruited qualified individuals to serve in the Community HealthCorps program, the members must be enrolled into the AmeriCorps system. The Member File System Checklist will help guide program coordinators through the enrollment process.

Term of Service

In order to complete the AmeriCorps Term of Service, Community HealthCorps members must complete two requirements: (1) Serve at least their contracted minimum hours of Community Service (1700 hours) and (2) serve until their contracted exit date. A member must complete hours in a minimum of 10 months and a maximum of 12 months.

Community HealthCorps programs must have filled all of their slots by the deadline established in the **Maximum Utilization Policy** at the beginning of each program year, or program sponsor sites are at risk of losing slots. All Community HealthCorps members must be exited by December 31 of the grant year (i.e. in grant year 2010-2011 all members should be completed with their maximum 12 month term no later than December 31, 2011, unless indicated earlier by grant provisions).

Member Eligibility

Applicants must meet the following criteria and provide the required documentation in order to be eligible to enroll in the Community HealthCorps program:

- Be a U.S. Citizen or U.S. National or a lawful permanent resident alien of the United States (Individuals who are in the United States under a student, work, or tourist visa are not eligible to become AmeriCorps members);
- Be at least 18 years of age at the commencement of service or 17 with parental permission;
- Have a high school diploma or GED or agree to obtain their GED while serving;
- Complete an application packet (which includes fulfilling pre-position and criminal background check requirements), provide references, and participate in a successful interview.

Note: *False information provided on the AmeriCorps and Community HealthCorps application may be grounds for not selecting an applicant or releasing a member from the program for cause. This includes failure to disclose previous enrollment in other AmeriCorps and/or AmeriCorps*VISTA programs, including whether the applicant was released for cause from these terms; falsification of prior employment history; failure to disclose prior felony convictions; or other such information.*

Citizenship Requirement

Acceptable documentation of status of U.S. citizen or national

- U.S. Birth Certificate showing that the individual was born in one of the 50 states, DC, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands
- U.S. Passport issued to an individual as a U.S. citizen
- Report of birth abroad of a U.S. Citizen (FS-240)
- Certificate of birth-foreign service (FS-545)
- Certificate of Report of Birth (DS1350)
- Certificate of naturalization (Form N550 or N570) INS
- Certificate of citizenship (Form N560 or N561) INS

Acceptable documentation of status as a lawful permanent resident alien of the United States:

- 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
- A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

Although the combination of obtaining a driver’s license or government-issued photo ID and social security card are acceptable forms of identification for the I-9 Federal Employment Eligibility Form, these documents are not sufficient for proving United States citizenship. All program sites MUST obtain a document from the list above and regardless of the identification used to complete the I-9 form.

Proof of Age

Community HealthCorps members must be at least 17 years of age to be able to serve. The document that satisfies the citizenship requirement should be able to provide an age of the individual. If a member is under 18 at the time of enrollment, they must get parental consent to serve prior to the member beginning his/her term of service. Parental consent can be obtained using the Community HealthCorps Eligibility Verification Form.

Educational Attainment Requirement

The Corporation requires that all AmeriCorps members have a high school diploma or GED. Members are also allowed to complete classes towards their GED during their term of service to satisfy this requirement. An AmeriCorps member will not be allowed to use his/her education award unless they have satisfied the educational attainment requirement.

To verify whether or a member meets the requirements relating to high school education, each program sponsor must obtain a written declaration from the member that they have received their high school diploma or GED, or that they agree to obtain one during their term of service and prior to using the education award. Applicants certify this in the My AmeriCorps portal.

Enrollment Documents

Many documents are required to fully enroll a member into the Community HealthCorps program. Prior to the first day of service, new enrollees should be given a packet of personnel forms that **must be completed before the member can begin service**. The following documents should be maintained in the member file. For a complete list of what the member file should contain, please see the Community HealthCorps Member File System Checklist.

Document	Purpose	Requirements
Eligibility Verification Form	Certifies that an applicant meets the requirements to serve in the program and that the appropriate documentation has been completed and reviewed in accordance with AmeriCorps regulations	Must be complete including all dates and signatures, with required attachments.
National Service Criminal History Check Results	All Community HealthCorps programs must administer a state and FBI criminal history check and National Sex Offender Public Registry check on all members enrolled in the program.	Copies of the results must be maintained in the member file, unless state law prohibits this. For detailed requirements of the National Service Criminal History Check, please see Community HealthCorps Guidance on National Service Criminal History Checks.
Member Contract	This contract that members, supervisors, and program coordinators must sign that details the	This contract must be signed by the member prior to or on the member’s start

	working arrangement for their term of service, including requirements of their service, duties, and discipline policies.	date. Service hours may not be earned prior to the member contract being signed.
AmeriCorps Enrollment Form (if applicable)	The document that enrolls the member in to the National Service Trust. Program enrollment takes place in the My AmeriCorps portal. This form is required if the program coordinator enrolled the member in My AmeriCorps on behalf of the member.	The member's enrollment date should be the same start date as outlined on the Member Contract and the first date that hours are earned on the first timesheet. This is the same date that should be entered as the enrollment date in My AmeriCorps.
W-4 Tax Withholding Form (if applicable)	A standard employment form that is required if members will be receiving a living allowance.	This form may also be kept with the human resources department of the program sponsor. If this is the case, include a memo (on agency letterhead) in the file stating where the document can be found.
Health Insurance Enrollment/Waiver Form	AmeriCorps regulations require that all members are provided health insurance, or that programs prove that the member has their own health insurance during their term of service.	Program sponsors must maintain in the member file whether they opted to receive health benefits or if it was waived due to their own health insurance. If the AmeriCorps health insurance was waived, proof of coverage must be maintained in the file.
Child Care Enrollment Form (if applicable)	Community HealthCorps members have the benefit of applying for child care coverage provided by CNCS.	If a member decides to use this benefit, documentation must be maintained in the member file.
Member Assignment Description	This form details the duties of the Community HealthCorps members' position. It must be submitted to NACHC using the OnCorps System within 14 days of the member start date. Once approved, it must be signed by the member and site supervisor.	The assignment description must be approved by NACHC. Once approved, it must be printed, signed by the member and site supervisor, and attached to the Member Contract.

At any time during the term of service, information on any of the personnel forms found to be false or purposefully omitted may be grounds for termination for cause. All information submitted is subject to verification.

OnCorps Reports

Community HealthCorps uses OnCorps Reports electronic reporting system to track member timesheets, enrollment, assignment descriptions, and service activities. **All members must have a Member Record created in OnCorps Reports within 14 days of their start date.** Without a Member Record, members cannot enter time or track service activities, and assignment descriptions cannot be recognized by the system as belonging to specific members. When a Member Record is created, the Program Coordinator assigns a user name and temporary password to the member. Be sure to email this information to the member.

Each site supervisor and placement site must also have a record created in OnCorps Reports. Once created, site supervisors will be able to approve member timesheets and service reports, and you will be able to assign site supervisors to members. When a Site Supervisor Record is created, the Program Coordinator assigns a user name and temporary password to the site supervisor. Be sure to email this information to the site supervisor.

For a tutorial on setting up member records, please see the “Help” menu in OnCorps Reports, choose “Help Resources and Tutorials”, and then select the Program Director “Manage Records” tutorial.

My AmeriCorps Portal

My AmeriCorps (my.americorps.gov) is an online space designed to help members manage their AmeriCorps experience and it helps programs manage recruitment and their enrolled members. Community HealthCorps program sponsor sites can access the My AmeriCorps Portal through the eGrants system. Through the Portal, program coordinators can post service opportunities, extend offers to accepted applicants, enroll members, exit, and suspend members.

As part of the enrollment process, program coordinators are required to enroll Community HealthCorps members and assign service locations in the Portal within 30 days of the member’s start date. As programs enroll members for service they are required to include the name of the organization, and the full address or zip-plus-four of the service locations where the member will be serving. If a member is serving at multiple locations, the program must select the one where the member serves a majority of his or her hours for the member’s assignment, however, all service locations must be listed in the portal.

For more information on the process of enrolling members in the My AmeriCorps Portal, please see the **My AmeriCorps Member Management** tutorial.

Refilling Slots

Program sites that have fully enrolled their awarded member slots are allowed to replace any member who terminates service before completing 30% of his/her term, provided that the member who terminates is not eligible for and does not receive a pro-rated education award. Programs may not refill the same slot more than once.

As a fail-safe mechanism to ensure that corporate resources are available in the national service trust to finance any member’s education award, CNCS will suspend refilling if either:

- Total AmeriCorps enrollment reaches 97% of awarded slots
- The number of refills reaches 5% of awarded slots