NATIONAL ASSOCIATION OF Community Health Centers
COMMUNITY HEALTHCORPS

GUIDANCE ON MEMBER SERVICE HOURS

In order to complete the AmeriCorps Term of Service, HealthCorps members must complete two requirements: (1) Serve at least their contracted minimum hours of Community Service (FT 1700, HT 900, or QT 450) and (2) serve until their contracted exit date. A FT member must complete hours in a minimum of 10 months and a maximum of 12 months. The following helps to clarify what activities may or may not be counted towards service hours and when members can be reimbursed for costs incurred for travel and other activities related to service.

SERVICE HOURS Travel to and from the service site each day is not considered service-related travel and, therefore, is not to be counted as service hours. If members are serving on a team project, and the distance to get to the project site does not exceed the distance the member would travel to get to the service site (if member took the most direct route), this would not qualify as allowable service hours. However, once member arrives at main site and clocks in for the day, travel to and from satellites may be counted as service hours. Note that service-related travel is to be recorded on the member's time sheet to the appropriate type of service for which travel is conducted (direct, indirect).

The following activities <u>DO NOT COUNT</u> towards service hours:

- **Worship activities**
- **Political activities (even if non-partisan)**
- **Commuting to work (from home to your main service site)**
- **Sleep time (even if attending an overnight training or conference)**
- **Breaks (i.e., meals, lunch)**
- **Hours that were not earned via training or service (i.e., gift hours, comp hours, time & ½)**

Traditionally, HealthCorps programs have allowed members to earn service hours for travel[1] to required trainings or conferences. For example, Community HealthCorps occasionally hosts a training/conference for all members, during which members travel to a central location for a member development event; also some states host their own state-wide training events (hours to be counted towards training, not direct service). Training may not account for more than 20% of a member's total hours and fundraising not more than 10%. Member will be performing no more than 50% indirect service (including member training and fundraising). Volunteer Development activities will not be factored into the 50-50 rule.

REIMBURSEMENT Travel to and from the service site each day is not considered service-related travel and is not reimbursable. However, travel which exceeds the distance the member would travel to get to the service site if member took the most direct route is reimbursable, such as a state-wide training or an out-of-state conference. Team events should be planned in advance, so that members are carpooling and/or accessing the most reasonable and affordable modes of transportation.

Section C, Part 2 of the *Operating Budget* requests documentation for AmeriCorps Members' Costs associated with: (1) transportation, lodging, subsistence, and other related expenses for authorized trips outside the local service area and (2) local travel, such as bus passes to local sites, mileage reimbursement for use of a car, etc., for the AmeriCorps program. Reimbursements must conform to the approved budget.

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[1] For additional information see AmeriCorps Policies and Policy FAQs, available at http://www.americorps.org/for_organizations/manage/index.asp#provisions. In particular, C 34. Accounting for member hours during travel; FAQ Number: 990111.