



Community HealthCorps
Program Guidance
Handbook and AmeriCorps
Grant Provisions
(Revised August 11, 2008)



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Section 1-A: Community HealthCorps Member Related Guidance

This section outlines all guidance related to Community HealthCorps members during their service year.

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 DO NOT COUNT 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 travel¹ 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.

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.

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.

MAKING CHANGES TO MEMBER WORK PLANS

The broad roles of Community HealthCorps members are outlined in the standardized member service description which is incorporated into the member contract. NACHC has developed the member work plan to capture the specific activities each member performs within the context of the site and department in which he/she serves.

The following helps to clarify the **ONLY** circumstances under which changes to the member work plan may be allowable, the appropriate procedure for making such changes, and the conditions that must be met before changes are made, if applicable. NACHC must be notified by the Program Coordinator prior to initiation of any of the changes noted below.

CIRCUMSTANCE #1--Incorrect data is entered on the member work plan and a correction is necessary for the document to comply with program requirements (i.e., incorrectly entered start/end dates).

Procedure: Program Coordinator makes change(s); all three signatories initial and date change(s).

CIRCUMSTANCE #2--Member's term of service must be extended because one of the following has occurred:

- The member's service has been suspended due to compelling personal circumstance(s).
- The member's service has been terminated, but a grievance procedure has resulted in reinstatement.
- The member is unable to complete the service in the originally agreed upon contract period, but is able to do so within the term limits (12 months).

Procedure: Program Coordinator makes change(s); all three signatories initial and date change(s).

CIRCUMSTANCE #3-- NACHC, CNCS or State Commission has approved a change in the member's term of service.

Procedure: Program Coordinator makes change(s); all three signatories initial and date change(s).

CIRCUMSTANCE #4--The Program Site wishes to change the member's Site Supervisor, Placement Site, or Program Area/Department.

Procedure: Program Coordinator makes change(s); all three signatories initial and date change(s). An updated list of members serving, contact information, site placements and corresponding site supervisors must be available to NACHC within 48 hours of making the change, upon request.

CIRCUMSTANCE #5--The Program Site wishes to change the Specific Activities on the member work plan (threshold of 20% of member time to be reallocated to different activities).

Condition(s):

1. Member will be performing no more than 50% indirect service (including member training and fundraising). Activities on the volunteer generation performance measure will not be factored into this 50-50 rule.
2. Member training will not exceed 20% of the member's time.

3. Member fundraising activities will not exceed 10% of the member's time, and do not fall within the realm of prohibited activities (i.e., raising funds for member's stipend).
4. Member will not engage in any prohibited activities as defined by the regulations, provisions, HealthCorps policy.
5. Member will not be duplicating the assigned duties of, or displacing, Program Site staff or volunteers.

Procedure: The Program Coordinator submits updated member work plan to Program Site's POC for review. The POC reviews and forwards to the Monitoring and Compliance Unit for pre-approval. Program Sites should allow a minimum of five business days for review and pre-approval. Upon receipt of notice of pre-approval, Program Site will obtain appropriate signatures on the work plan (Member, Site Supervisor, Program Coordinator) and submit the original signature copy to NACHC for signing by the National Director. A fully executed copy will be returned to the program site. A copy is to be attached to the original work plan and kept in the member's file; a copy is also to be placed with the sub-recipient contract at the Program Site within Appendix C-Scope of Work. A copy will also be placed with the sub-recipient contract at NACHC. The NACHC copy will supersede any work plan maintained in a Program Site file if there is a difference.

MAKING CHANGES TO MEMBER CONTRACT

In order to complete the AmeriCorps Term of Service, 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 contracted exit date for HT and QT members varies, but the member must still complete hours within 12 months. The agreed upon term of service is governed by the Community HealthCorps Member Contract.

The following helps to clarify the **ONLY** circumstances under which changes to the Member Contract may be allowable, the appropriate procedure for making such changes, and the conditions that must be met before changes are made, if applicable. Again, changes to the Member Contract are allowable **ONLY** under the circumstances noted below.

CIRCUMSTANCE #1--Incorrect data is entered on the Member Contract and a correction is necessary for the Member Contract to comply with program requirements (i.e. incorrectly entered start/end dates).

Procedure: Program Coordinator makes change(s); all three signatories initial and date change(s).

CIRCUMSTANCE #2--Member's term of service must be extended because one of the following has occurred:

- The member's service has been suspended due to compelling personal circumstance(s).
- The member's service has been terminated, but a grievance procedure has resulted in reinstatement.
- The member is unable to complete the service in the originally agreed upon contract period, but is able to do so within the term limits (12 months).

Procedure: Program Coordinator makes change(s); all three signatories initial and date change(s).

CIRCUMSTANCE #3—NACHC, CNCS and/or State Commission has/have approved a change in the member's term of service.

Procedure: Program Coordinator makes change(s); all three signatories initial and date change(s).

CIRCUMSTANCE #4--The Program Site wishes to permit a member to conclude a term of service before his/her contracted exit date (**Not allowable for all State Commission-funded sites. Please check with your POC, if applicable, to verify your State Commission's position regarding changes for this type of circumstance**).

Condition(s):

1. Member has achieved the Corporation's minimum service hour requirement for his/her status (FT, HT, QT).
2. Member has served a minimum term of service of 10 months (FT), 5 months (HT) or 2.5 months (QT).
3. The Program Site has demonstrated that Performance Measures will still be achieved.
4. Member agrees to forfeit all remaining stipend and benefits (excluding education award), if applicable.
5. Member has satisfactorily met all other criteria for successful completion of term, as substantiated by Program Coordinator (see Section 3.D. of Member Contract).

Procedure: The Program Coordinator submits a Request for Approval to Change Member Contracted Exit Date Form to Program Site's POC, along with documentation demonstrating that the required conditions have been met. The program site's financial/accounting representative must also authorize this form to recognize the early exit of the member and that stipend payments will cease on the modified exit date. The POC will forward the request to the National Director, Community HealthCorps (or his/her designate) for approval. Program Sites should allow a minimum of 5 business days for review and approval. Once the program site receives notice of approval from NACHC, Program Coordinator makes change(s); all three signatories initial and date change(s). The fully signed Request for Approval Form must be placed in the member's file.

EXITS FOR COMPELLING PERSONAL CIRCUMSTANCES

The AmeriCorps Regulations allow grantees to release members from participation for two reasons: (a) for compelling personal circumstances; and (b) for cause. As an alternative to releasing a participant, an AmeriCorps*State/National program may, after determining that compelling personal circumstances exist, also suspend the participant's term of service to allow the participant to complete service at a later time (45 CFR § 2522.230). The following seeks to clarify the area of compelling personal circumstances.

If a Community HealthCorps member is unable to continue serving, a program may request approval from NACHC to exit the member for compelling personal circumstances. If the member chooses to discontinue his/her term of service (over suspension) due to compelling personal circumstances, the member will cease to receive benefits, as applicable. If, however, the member has completed at least 15% of his/her term of service, the member will receive a pro-rated education award and interest payments, as applicable.

1. The following reasons justify an exit for compelling personal circumstances:
 - Member's disability or serious illness (including pregnancy).
 - Disability, serious illness, or death of member's family member that makes completing the term unreasonably difficult or impossible.
 - Conditions attributable to the program or otherwise unforeseeable and beyond the member's control that makes completing the term unreasonably difficult or impossible (i.e., natural disaster, a strike, relocation of a spouse, nonrenewal or premature closing of a project or a program).

- Corporation determined public policy reasons (i.e., military service obligations).
 - Some other extenuating circumstance occurs that makes it impossible or very difficult for the member to complete the term of service and NACHC deems that circumstance to be compelling (in these cases NACHC may seek guidance from federal or state granting agencies prior to approval).
2. Compelling personal circumstances do not include leaving a program:
 - To enroll in school or to leave early for school;
 - To obtain employment, other than in moving from welfare to work or in leaving a program that includes in its approved objectives the promotion of employment among its participants.
 - Because of dissatisfaction with the program (i.e., change of responsibilities, reassignment of a site supervisor, management errors, etc.)
 - To begin a second term earlier than the first term's contracted exit date.
 3. The member has the primary responsibility for demonstrating that compelling personal circumstances prevent him/her from completing the term of service. Any member released for a personal compelling circumstance must have written documentation (described below) attached to their Exit Form and kept in their member file. All compelling circumstance exits must be approved by NACHC prior to exit.
 4. If the member discontinues his/her term of service for any reason other than for a compelling personal circumstance, the member will receive no portion of the education award or interest payments.

Procedure: The Program Coordinator submits Request for Approval for Member Exit for Compelling Personal Circumstances Form to Program Site's POC, along with a signed and dated letter from the member requesting the exit and stating the reasons for the request. Program Sites should allow a minimum of 5 business days for review and approval. Once the program site receives notice of approval, Program Site will exit the member from the program. Form and letter must be kept in the member's file (or in accord with Program Site's human resources procedures for maintaining sensitive records).

***Coordinators should contact their POC regarding suspensions.**

Section 1-B: Community HealthCorps Program Related Guidance

This section outlines all guidance related to the Community HealthCorps program during their service year. While most guidance does have an affect on HealthCorps members, this guidance is separated because there are more system/operations expectations.

COMPLETING THE NATIONAL SERVICE CRIMINAL HISTORY CHECK

Without exception, ALL AmeriCorps members enrolled in the program are required to have a complete National Service Criminal History Check conducted.

No person is eligible for **direct** service until the completion of a National Service Criminal History Check (both a criminal registry check and an NSOPR check). Staff hired before November 23, 2007 are only subject to an NSOPR check, a criminal registry search is not required. Community HealthCorps members whose background checks have not yet been completed and reviewed, but who are otherwise eligible to serve may do so only in a training capacity (receive training hours as part of **indirect** service) while awaiting completion and review of, and a determination regarding the results of a background check. If member is serving in this capacity, member must be physically accompanied at all times during training by either a participant or staff member who has been cleared for access to vulnerable populations. Again, this allowance does not apply to the NSOPR check, which must be conducted and reviewed by the Program Coordinator or appropriate designate prior to a member serving in any capacity. Training hours may not comprise more than 20% of a member's total service hours.

REQUIREMENTS:

1. All program sponsors must develop a written policy for the placement of a covered individual with a criminal history record, in accordance with Federal and State laws, and its own human resources policies (this policy may be requested for review at NACHC's discretion);
2. All application materials must ask if an applicant has been convicted of a crime;
3. Programs are required to conduct both a criminal background check and a national search of the NSOPR for all covered positions (staff and AmeriCorps members), with the exception of a criminal registry search for staff hired before November 23, 2007 as noted on the previous page. **Procedures must include:**
 - a) Verification of the individual's identity by examining a government-issued photo identification card. Examples of government-issued photo identification cards include, State drivers' licenses, non-driver photo IDs issued by States' Department of Motor Vehicles, and federally-issued photo IDs, including official passports (This verification is different from verification of eligibility for service.);
 - b) Prior, written authorization by the individual authorizing the program to conduct State criminal registry checks (not required for NSOPR checks), as well as authorization to share the results of that check within the program, as appropriate;
 - c) Documentation of the individual's understanding that selection into the program is contingent upon the completion of a National Service Criminal History Check, a review of the results, a determination of suitability for service in a covered position (staff or AmeriCorps members, and upon NACHC policies, the program sponsor's human resources policies, and Federal and State laws);
 - d) An opportunity for the individual to review and challenge the factual accuracy of a result before action is taken to remove or exclude the individual from the position; and

- e) Safeguards to ensure the confidentiality of any information relating to the criminal history check, consistent with the authorization provided by the individual.
4. A confirmation that a check was made will be kept confidential in the individual's file. The results of the check will be kept confidential in the individual's file (unless precluded by State law). {The Program Coordinator maintains the HealthCorps members' folders, and this is where documentation should be kept. For staff, documentation should be kept with an organization's human resources files.} The Program Sponsor will make decisions on placement of an individual with a criminal history record, in accordance with Federal and State laws and its own human resources policies. However, an individual who is subject to a State sex offender registration requirement is deemed unsuitable for, and may not serve in, a covered position.

BACKGROUND:

The Corporation's Final Rule on criminal history checks was published in the Federal Register, Vol. 72, No.164, Page 48574, Friday, August 24, 2007. This rule amends the AmeriCorps regulations found in the Code of Federal Regulations Parts 2522 and 2540, respectively. The new rule came into effect November 23, 2007 and covers all AmeriCorps members, as well as all grant-funded employees of these programs who have access, on a recurring basis, to children, individuals age 60 and older, or individuals with disabilities.

Since the aforementioned demographic characteristics could reflect the populations Community HealthCorps members and staff may encounter, all members serving in a covered position are required to have a complete National Service Criminal History Check, regardless of placement. This requirement also applies to all staff allocating time to the HealthCorps program hired on or after November 23, 2007.

A National Service Criminal History Check consists of:

1. a State criminal registry search*, at a minimum, in the state where the individual resides at time of application and in the state in which the individual will be working (staff) or serving (AmeriCorps members); which involves a search of State law enforcement and court records (by name and/or fingerprint) to determine whether an applicant has a criminal history, and
2. a National Sex Offender Public Registry (NSOPR) check, a free online database that consists of individuals who are required by their States to register as sex offenders.

*** If your program uses an alternative resource (i.e. ADP or ChoicePoint) to the FBI or official State agencies to conduct criminal history checks, you must notify NACHC to initiate submission to the Corporation/State Commissions for approval as an Alternative Search Protocol.**

For additional information or further clarification, please contact Community HealthCorps' Monitoring and Compliance team at 301-347-0400.

NATIONAL SERVICE CRIMINAL HISTORY CHECKS - FREQUENTLY ASKED QUESTIONS (FAQ)

01. What is included in a National Service Criminal History Check (NSCHC)?

(1) A State criminal registry search, which involves a search of State law enforcement and court records (by name and/or fingerprint) to determine whether an applicant has a criminal history. This is to be conducted in at least the State in which the individual resides at time of application and in the State in which the individual will be working or serving. All program sponsors must develop criterion for the placement of an individual with a criminal history record, in accordance with Federal and State laws, and its own human resources policies. The results of the check will be kept confidential in the staff or member's file (unless precluded by State law).

(2) A National Sex Offender Public Registry (NSOPR) check, which consists of individuals that are required by their States to register as sex offenders. The check must be conducted using the "national search" option. The results of the check will be kept confidential in the staff or member's file (unless precluded by State law). An individual who is subject to a State sex offender registration requirement is deemed unsuitable for, and may not serve in, a covered position.

02. I am program staff, not an AmeriCorps member. Do I need to have a National Service Criminal History Check?

Yes. The rule covers all grant-funded employees hired on or after November 23, 2007, as well as all AmeriCorps members.

03. My staff hire date was before November 23, 2007. Do I need to have a complete National Service Criminal History Check?

No. You only need to have a National Sex Offender Public Registry Check. The results of the check will be kept confidential in your file (unless precluded by State law). An individual who is subject to a State sex offender registration requirement is deemed unsuitable for, and may not serve in, a covered position.

04. Will AmeriCorps programs be required to provide evidence that National Sex Offender Registry and criminal background checks were completed for all host site staff who contribute time in support of the program as in-kind match?

Yes. The requirement states that criminal history checks must be conducted for those who are funded by federal funds or counted as required match. This may include Site Supervisors if their time is counted as part of the required match.

05. Do I need to keep both the results of the check and the Eligibility Verification Form on file?

The results of the check will be kept confidential in your file (unless precluded by State law). The form will also be kept on file, and is regarded as an approved form of documenting a check in the event that your State law will not allow holding actual results.

06. May our program charge applicants for the cost of performing the National Service Criminal History Check? If not, are the costs allowable?

No, the program may not charge applicants. However, the cost is a reasonable and necessary grant expense.

07. What if I must remove or exclude a member from service after a review of the results of the National Service Criminal History Check? May the slot be refilled?

The program applies the CNCS refill policy to replace a participant who is deemed ineligible to serve. Programs are allowed to convert one full-time position to up to three quarter-time positions. All conversions are Trust neutral, are subject to availability of funds in the Trust, and will comply with all assumptions on which Trust continued solvency are predicated. When converting a slot to one requiring fewer hours, the grantee is not limited to a one-for-one slot conversion, and may increase the number of members correspondingly. However, the total number of MSYs and education award amounts in the grant may not increase as a result of the slot conversion. Grantees may also combine and convert less than full-time positions to full-time positions as long as such changes do not increase the total MSYs or total education award amounts awarded in the grant. Please contact NACHC if you have questions about alternative State Commission policies on this if applicable.

08. When is it necessary to conduct a new NSCHC on a member who wishes to serve a 2nd term?

A new NSCHC must be conducted on a 2nd term member when:

- (a) he/she is serving a 2nd (or later) term in the same program they served their 1st term in, but has an intervening break in service between their two terms of more than 30 days; OR
- (b) he/she applies for a 2nd (or later) term with a different program than the one in which they served their first term, regardless of the length of time between terms; OR
- (c) he/she was currently serving when the rule went into effect and did not have a criminal registry check conducted, and has subsequently applied for a 2nd (or later) term, regardless of the length of time between the terms.

09. What steps should I take if I discover that several States' sex offender registry sites are inoperative when I am conducting the NSOPR check on an applicant?

You must document in writing that you conducted the search and further indicate the States whose sites were inoperative. If any of these States is either the State in which your program is operating or one where the applicant resides, you must continue the search in order to ensure that the applicant is not listed on those States' registries. If the inoperative sites include other States, merely document the names of these States for the file, as this would satisfy the rule's requirement. However, as a best practice, it would be prudent to re-check the NSOPR at a later date in order to rule out the possibility that the applicant may be registered in that State.

MEMBER FILE AUDITS

Community HealthCorps will conduct a member file audit or “desk-based monitoring” of every program at least once per program year. At this time NACHC will request several complete member files from the current program year, as well as from the two years prior (if applicable). The audit seeks to determine if documentation in member files is consistent with that found electronically (eGrants, My AmeriCorps Portal, etc.) and compliant with HealthCorps and AmeriCorps policies.

- **Member File System.** Program Sites are required to maintain all member files in accordance with the member file system created by NACHC to ensure consistency and standardization.
- **Record Retention.** Each file must be kept in accordance with the following record retention policy (as dictated by the Grant Provisions for AmeriCorps programs and 45 CFR Chapter XXV §2541.420):

“The Grantee must retain and make available all financial records, supporting documentation, statistical records, evaluation and program performance data, member information and personnel records (staff and AmeriCorps members) for three years from the date of the submission of the final Financial Status Report. If an audit is started prior to the expiration of the 3-year period, the records must be maintained until the audit findings involving the records have been resolved and final action taken.”

During the member file audit the entire file will be reviewed, including the following documentation:

- Eligibility Documentation
- Eligibility Verification Form
- Member Enrollment/Exit Forms
- Member Contract
- Member Work Plans
- Member Timesheets (Hard Copies w/Signatures – Year to Date)
- Mid-Term/End-Term Performance Evaluations
- Documentation of Disciplinary Action/Medical Concerns
- Exit for Compelling Personal Circumstances/Cause

The frequency of Member File Audits for a given site will depend upon the monitoring strategies employed for a given risk assessment score.

Section 2-A: Community HealthCorps Member Related Forms & Checklists

Please note that the following forms can be found on the Community HealthCorps website:

- AmeriCorps Eligibility Verification Form
- Change in Member Exit Date Form
- Exit for Compelling Personal Circumstances Form
- HealthCorps Member Work Plan Form
- Community HealthCorps Member Contract
- Request for Slot Conversion or Transfer Form
- Health Insurance Enrollment & Exit Form

Community HealthCorps website: <http://www.nachc.com/community-healthcorps-resources.cfm>

Section 2-B: Community HealthCorps Program Related Forms & Checklists

This section is comprised on monitoring tools used by NACHC staff to monitor the programs upon site visits or desk audits. Program sites are to use the same forms and checklists when setting up their monitoring systems for the agency and/or preparing for a site visit from NACHC. The following forms and/or checklists are included in this section:

- Community HealthCorps Member File System Checklist
- Pre-Site Visit Documentation Form

MEMBER FILE SYSTEM CHECKLIST

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

Each member enrolled in the 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. This checklist must be completed and kept in the member's file. This list does not include forms that may be required by your program site.

SECTION I. (ENROLLMENT DOCUMENTS)

- AmeriCorps Application (*as completed on and printed from the My AmeriCorps Portal*)
- Copy of Documentation of Citizenship (*Official Birth Certificate, US Passport, Permanent Resident Card*)
- Eligibility Verification Form
- Copy of Proper Identification (State Issued Photo I.D.) *
- National Service Criminal History Check Results (*Criminal and NSOPR Registries*) *
- AmeriCorps Enrollment Form (*Original & Downloaded from CNCS*)
- W-4 Forms (*for members receiving a stipend, may be kept in either AmeriCorps file or HR file*)
- Community HealthCorps Member Contract
- NACHC Approved Community HealthCorps Member Work Plan
- Health Insurance Enrollment/Waiver Form with Proof of Coverage
- NACCRA Childcare Enrollment Form (*if applicable*)
- Loan Forbearance Request (*if applicable*)

SECTION II. (EXIT DOCUMENTS)

- AmeriCorps Exit Form (*Original & Downloaded from CNCS*)
- Official Letter Requesting Exit for Compelling Personal Circumstances (*as supported by further documentation*)
- NACHC Approval of Exit for Compelling Personal Circumstances (*if applicable*)
- Documentation of Compelling Personal Circumstances (*i.e. doctors notes*) *
- Health Insurance Exit Form
- Childcare Exit Form (*if applicable*)
- Interest Accrual 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)

- Time Logs (*in chronological order*), including NACHC monthly Time Log form
- Mid-term Evaluation Form (*if applicable*)
- End of Term Evaluation Form
- Documentation of disciplinary action (*i.e. excessive tardiness / absence*)
- Change of Status Forms (*if applicable, downloaded from CNCS*)

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

Pre-Site Visit Documentation Request Form

Program Name/ Grant Number	
Program Coordinator	
Dates of Site Visit	
NACHC Point of Contact (POC)	
NACHC Staff Completing Visit	

Please check each box in this form by clicking within it, and enter your initials at the bottom to certify that the documentation has been included in your submission, or prepared for on-site review.

Please submit the following requested documentation to [POC] on or before [Date].

EMAIL

- Site Supervisor and Member pairings list w/service locations & contact info
- Agenda for Site Supervisor Orientation/Training
- Agenda for Pre-Service Orientation

MAIL OR SCAN & EMAIL

For the following, please submit a copy of the member's **entire file**, including the corresponding *Member File System Checklist* and *Timelogs* (year-to-date, printed version w/dates & signatures):

1. _____
2. _____
3. _____
4. _____
5. _____

- Copy of *Approval & Documentation for Compelling Personal Circumstances Exits* (if applicable).
- Copy of *Documentation of Disciplinary Actions* against members (as applicable).

Please have copies of the following documents separated and available upon arrival:

- Copy of *Eligibility Verification Form* for all members.
- Copy of *Member Contract (w/approved Work Plans attached)* for all members.

To the best of my knowledge, I have completed this form and submitted all requested documentation.

Program Coordinator Initials (Electronic is OK): _____

Section 3: AmeriCorps Grants Provisions and other guidance

The Corporation for National and Community Service has moved all program guidance and provisions to its website. Below are the links to the most important documents. In addition, a copy of the most up to date Provisions is to be included with your subrecipient contract.

AmeriCorps Grant Provisions (last updated May 20, 2008)

http://www.americorps.gov/pdf/2008_americorps_provisions.pdf

National and Community Service Act of 1990 (original legislation authorizing AmeriCorps)

http://www.americorps.gov/pdf/cncs_statute.pdf

AmeriCorps Regulations from CFR

http://www.americorps.gov/pdf/45CFR_chapterXXV.pdf

AmeriCorps Policies and Policy FAQs (policies established by NACHC and/or a state commission may go above and beyond these policies and take precedence)

http://www.americorps.gov/help/ac_sn_policies_faqs/NewProject.htm

AmeriCorps-Program and Management Center

http://www.americorps.gov/for_organizations/manage/index.asp#provisions