SERVE OHIO
Ohio Commission on Service and Volunteerism

Starting Strong 2019 – 2020: AmeriCorps Program Orientation

Day One

July 23, 2019

SERVE OHIO
Ohio Commission on Service and Volunteerism

Welcome!

Introductions

- Name
- Organization/Program
- *How are you engaged in your community?*

Parking Lot

As questions arise, write it on a post-it note and place it on one of the “Parking Lot” Posters.

We’ll answer it when we return from the next break.

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Introduction to National Service and ServeOhio

Connecting to a National Network

www.serveohio.org

Strengthening Ohio Communities through AmeriCorps and volunteer engagement.

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History of National Service

President Bill Clinton signs the National and Community Service Trust Act of 1993, creating the **Corporation for National and Community Service**, **AmeriCorps**, and **State Service Commissions** to expand opportunities for Americans to serve their local communities.

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History of National Service

- National Service has enjoyed a long history of bi-partisan support in the United States.

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Corporation for National & Community Service (CNCS)

Federal agency that helps more than 5 million Americans improve the lives of their fellow citizens through service. Working hand in hand with local partners, CNCS taps the ingenuity and can-do spirit of the American people to tackle some of the most pressing challenges facing our nation.

Signature Programs:

- AmeriCorps
- Senior Corps

Corporation for NATIONAL & COMMUNITY SERVICE

AmeriCorps

- AmeriCorps engages more than **80,000 Americans** in intensive service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country.
- Since the program's founding in 1994, more than **1 million AmeriCorps members** have contributed more than **1.4 billion hours** and earned more than **$3.3 billion in scholarships** - more than $1 billion of which has been used to pay back student loan debt.

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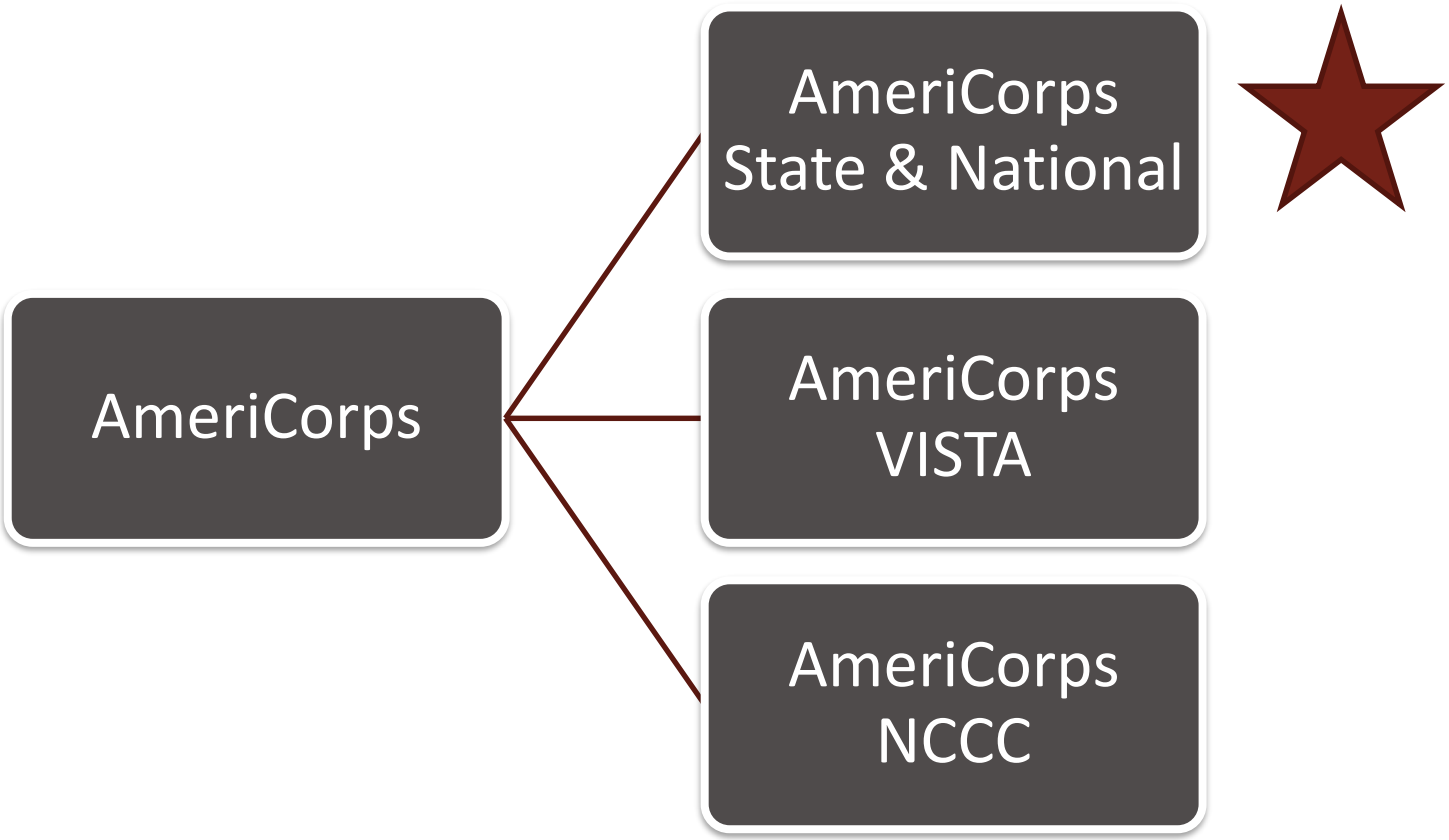
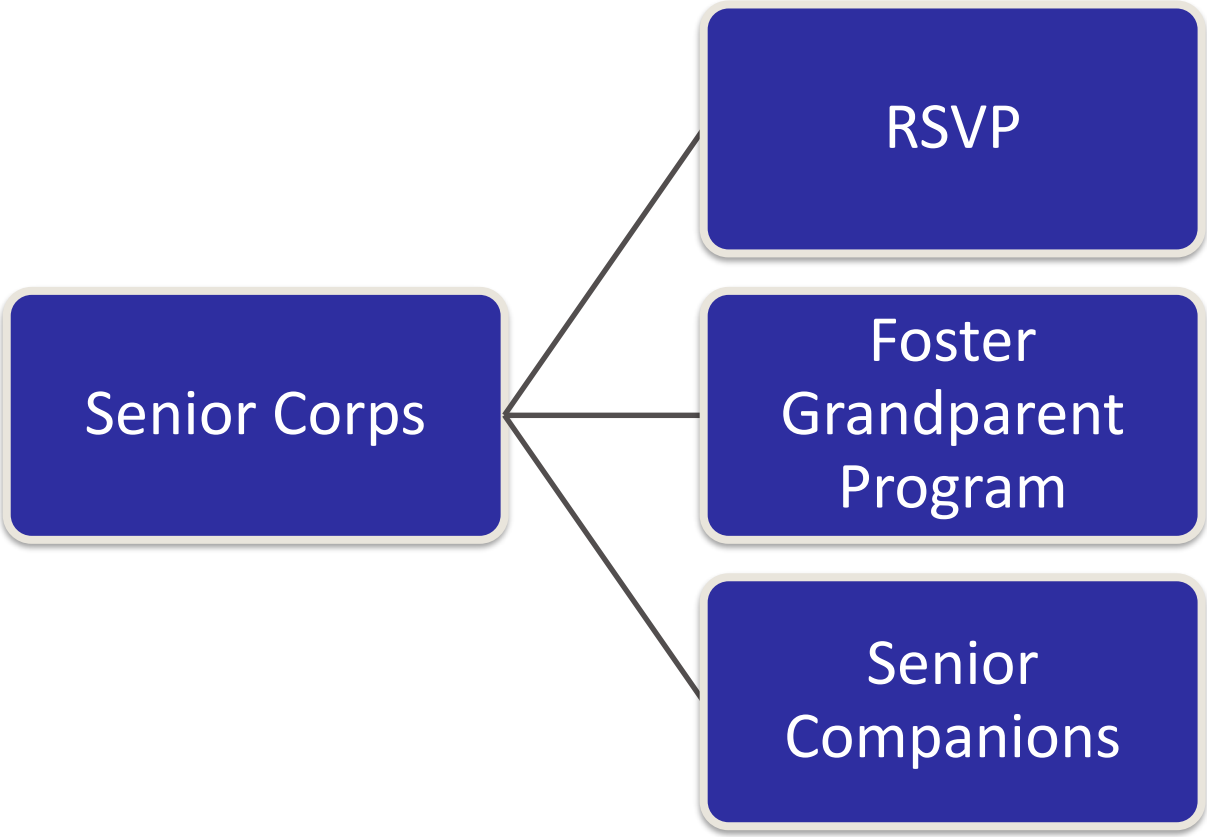
AmeriCorps



Senior Corps

- Senior Corps connects today's 55+ with the people and organizations that need them most. Volunteers are mentors, coaches or companions to people in need, or contribute their job skills and expertise to community projects and organizations.
- Conceived during John F. Kennedy's presidency, Senior Corps currently links more than 270,000 Americans to service opportunities.

Senior Corps



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National Service in Ohio

- **1,500+ AmeriCorps Members**
  - Since 1994, more than **33,000 Ohio** residents have served more than **52 million** hours and have qualified for Segal AmeriCorps Education Awards totaling more than **$105,930,000**.
- **7,500+ Senior Corps Members**
  - Foster Grandparents tutor and mentor more than **3,400** young people who have special needs.
  - Senior Companions help more than **1,100** homebound seniors and other adults maintain independence in their own homes.
  - RSVP volunteers conduct safety patrols, renovate homes, protect the environment, tutor and mentor youth, respond to natural disasters, and provide other services through more than **500** groups across Ohio.

State Service Commissions

- Each state has a State Service Commission that administers the AmeriCorps State funding.
- State Service Commissions determine social needs in their states, set policy and program priorities, provide training and technical assistance, support national days of service, and promote service and volunteering.
- ServeOhio is the State Service Commission in Ohio.

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ServeOhio

- Administer AmeriCorps State grant funded programs.
- Promote and encourage volunteer engagement through such initiatives as the National Days of Service and the Volunteer Generation Fund.
- Recognize volunteerism through the ServeOhio Volunteer Awards.
- Convene and host the annual Ohio Conference on Service and Volunteerism.

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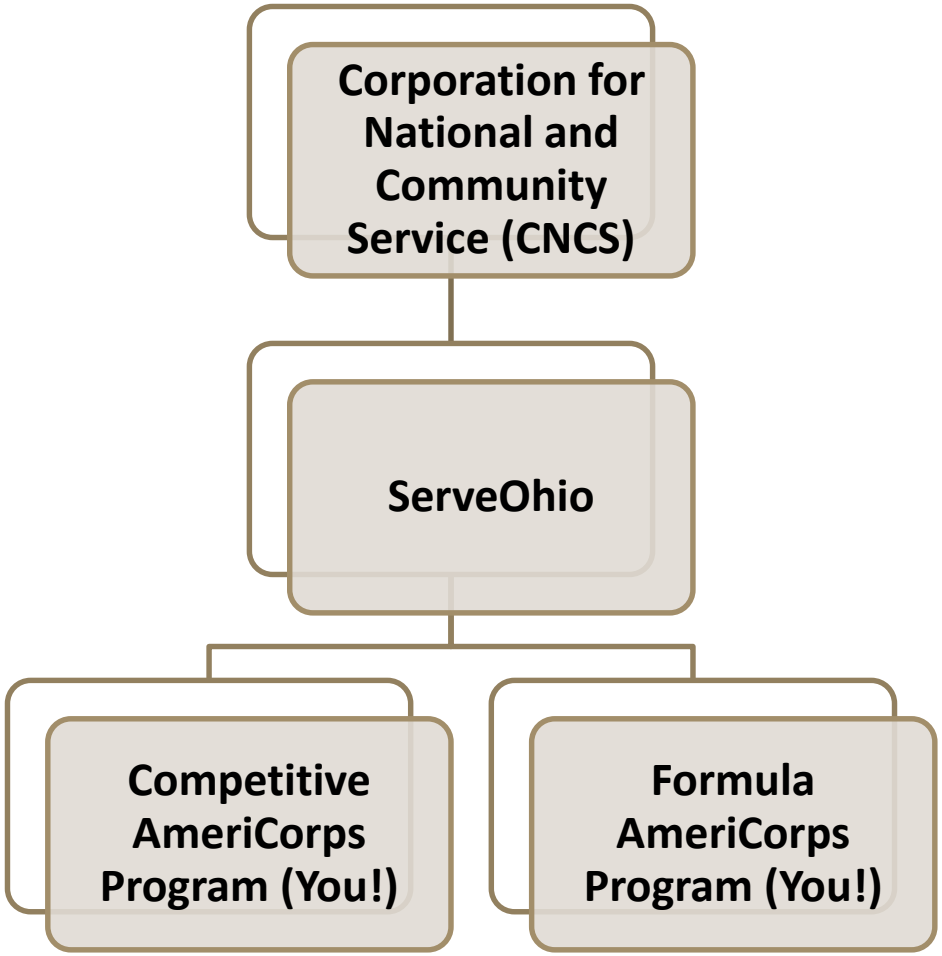
Funding Relationship



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ServeOhio

Funding

- ServeOhio's Board of Commissioners is made up of 13 appointees of the Governor and 8 state agency/legislative representatives.
  - The Board approves the annual operating budget, sets overall priorities in an annual work plan, and approves funding awarded to sub-grantees.
  - Jane Federer is the current Chair.

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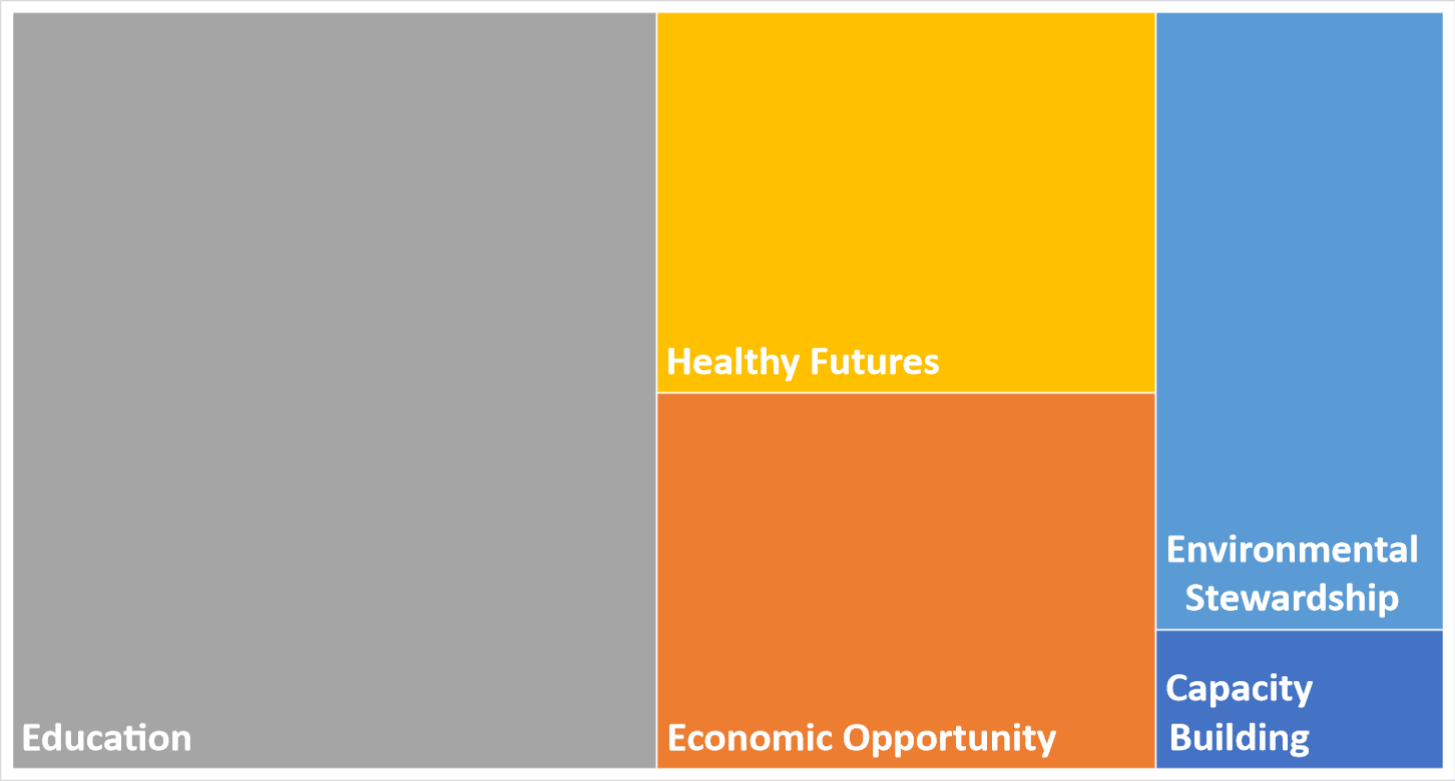
2019 Ohio AmeriCorps Programs



In 2019-2020, ServeOhio program funding totals **$8,417,630** to engage **869 individuals** across **27 programs.**

Rules, Regulations and Provisions

Multiple resources for grant administration

- National and Community Service Act of 1990, amended by the Serve America Act
  - Searchable document
- Code of Federal Regulations
  - Includes Uniform Administration Requirements for Cost Principles and Audit Requirements

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Annual Terms and Conditions

- CNCS General Terms and Conditions
- CNCS AmeriCorps State Terms and Conditions
- ServeOhio Supplementary Terms and Conditions

MUST READ ALL THREE DOCUMENTS!

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Ohio Commission on Service and Volunteerism

2019 CNCS General Grant and Cooperative Agreement Terms & Conditions

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2019 CNCS AmeriCorps State Terms and Conditions

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2019 ServeOhio Supplementary Terms & Conditions

- In addition to CNCS General and AmeriCorps State Terms and Conditions
- Requirements specific to Ohio AmeriCorps programs.
  - Replaces and/or adds some requirements as listed in the CNCS Terms & Conditions

Lunch Break!

- Enjoy lunch on your own or feel free to bring your lunch back to this room to eat together!

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Terms & Conditions

Ohio AmeriCorps Supplementary Terms and Conditions

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2019-20 Ohio AmeriCorps Supplementary Terms & Conditions

- https://www.serve.ohio.gov/Portals/0/FINAL_OAST%26C_2019-2020.pdf

OSTC – Section 1

- 1.1

Sub-grantee is fully responsible for all aspects of program administration, including, but not limited to management, member oversight, certification of member hours, financial operations, record keeping, compliance, evaluation and sustainability

OSTC – Section 1

- 1.2

Reporting of Fraud, Waste and Abuse. Sub-grantee must immediately notify ServeOhio of losses of funds or of any goods or services supported with funds provided under this Award, or when there is suspected waste, fraud, abuse, or any violation or accusation of a violation of state, federal, or local law by the Program or an AmeriCorps member.

OSTC – Section 1

- 1.3

Sub-grantee must credit ServeOhio for its support and use the name "ServeOhio, Ohio's commission on service and volunteerism," and/or current logo on communications, publications, marketing and media materials as outlined in the ServeOhio Communication Guidelines. Detailed instructions and training are found on the ServeOhio website.

OSTC – Section 1

- 1.4

Section XII of the CNCS AmeriCorps Terms and Conditions entitled Award Period and Incremental Funding is not applicable to this sub-award. ServeOhio sub-grants are issued for a one-year term only and are closed out annually. Closeout instructions will be provided by ServeOhio in the last quarter of the grant period. All Sub-grantees are required to abide by ServeOhio's Records Retention Requirements (available on the ServeOhio website).

OSTC – Section 1

- 1.5

Sub-grantee must use the ServeOhio AmeriCorps Grievance Procedure (available on the ServeOhio Website), which is designed to meet the CNCS requirements at 45 CFR Part 2540.230. AmeriCorps members, labor unions, and other interested individuals may avail themselves of the grievance procedure for any issue related to the AmeriCorps project including member service issues, non-selection, displacement of employees, or duplication of services complaints.

OSTC – Section 1

- 1.6

In coordination with the sub-grantee's LeaderCorps member(s), sub-grantee must coordinate local community efforts and projects, related to the program objectives, to support national Days of Service which promote community service and engagement. Sub-grantee must select at least one nationally-recognized Day of Service (9/11 Day of Service, Make a Difference Day, MLK Day, or Global Youth Service Day) or ServeOhio Day (June 21) to host and/or co-coordinate a service project.

OSTC – Section 1

- 1.7

Sub-grantee must notify ServeOhio of program staff changes within 7 days of the change. New program staff must contact ServeOhio within their first 7 days in the position. In addition, new program staff are required to attend a New Program Staff Orientation that will be scheduled and conducted by ServeOhio no later than 30 days from start date. Changes in key personnel, as described in the Uniform Guidance 2 CFR § 200.407 and CNCS General Terms and Conditions, may require a budget amendment and must be communicated to ServeOhio as soon as program staff are made aware.

OSTC – Section 1

- 1.8

Programs are expected to abide by ServeOhio's memo regarding Employing Members. See the ServeOhio website for the guidance.

OSTC – Section 1

- 1.9

All programs will be monitored during the program year to include on-site monitoring visits for programmatic reviews. Programmatic reviews will consist of a Terms and Conditions review, member file audit and may include one or combination of a data review, member interviews and site visits. Programs will receive at least two additional site visits which will include member orientation and at least one of the following for program staff/director TTA, program events, member training and end of year events. Revised June 2019 4 See the program management calendar for program monitoring details and OSTC-5.10 for the financial monitoring requirements.

OSTC – Section 2

Meetings and Training Events

- 2.1

Sub-grantee must send at least one AmeriCorps program staff to all ServeOhio-sponsored Program Director and Coordinator meetings and/or training mandated by ServeOhio and/or CNCS.

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OSTC – Section 2

2019-2020 Program Management Schedule
Service Year Activities

Summer Fall/Autumn Winter Spring

Programming Note	Month	Activity
Site visits to each program will be completed during orientation in August and September.	August 1st to October 1st	Service Year begins
	August 1st	Member meetings during site visits begin
	September 30th	Member meetings during site visits end
	TBD	National Swearing-In Day
	October 1st till 31st	ServeOhio to complete Risk Assessments
	November 6th	Email Risk Assessments to Programs
	December 6th by 12noon	Programs submit Disallowance Self Disclosure
	December 6th after 12noon (but no later than December 7th by 5p)	ServeOhio emails On-site Monitoring Schedule
ServeOhio will conduct an on-site monitoring visit for each program during January, February, and March.	January 8th	On-Site Monitoring Visits begin
	March 31st	On-Site Monitoring Visits end
	April 1st till 30th	Submit Disallowance Packets to CNCS
	June 30th to September 30th	Service Year ends
Planning and Paperwork These dates will be determined based on the training schedule and Member start date.	(beginning) July 1st	Program Self-Assessment submitted to ServeOhio by Program Director
	TBA	Financial Surveys are due two weeks after grant notifications are released
	July 22, 2019 (10a-12noon)	Finance and Grants management Webinar for Ohio programs
	July 23, 2019 (10:00a-5p), July 24, 2019 (9:00a-5p) AND July 25, 2019 (9:00a-5p)	Starting Strong Training *South B and C, Vern Riffe Center* *77 S. High Street, Columbus, OH 43215*
	TBD	GPR Webinar for Ohio programs
	August 25, 2019	All National Service Criminal History Check Training must be completed
	(ending) September 1st	Program Self-Assessment submitted to ServeOhio by Program Director

2019-2020 Program Management Schedule
Service Year Activities

Summer Fall/Autumn Winter Spring

Periodic Expense Reports (PERs) Must be submitted and approved in OnCorps at the end of each calendar quarter.	October 15, 2019	Period ending September 30, 2019
	January 15, 2020	Period ending December 31, 2019
	April 15, 2020	Period ending March 31, 2020
	July 15, 2020	Period ending June 30, 2020
	October 15, 2020	Period ending September 30, 2020
Progress Reports Must be submitted and approved in OnCorps.	January 15, 2019	Activities that occurred from the start of your program year through December 31, 2018
	April 15, 2019	Period of January 1, 2019 through March 31, 2019
	July 15, 2019	Period of April 1, 2019 through June 30, 2019
	October 15, 2019	Period of July 1, 2019 through September 30, 2019
	January 15, 2020	Period of October 1, 2019 through December 31, 2019 or the end of the program year, whichever comes sooner, and be due no later than January 15, 2020
Justice Talking Facilitator Training Up to 3 members and new program staff ONLY. There will also be a follow-up webinar for Justice Talking	November 7, 2019 (9:30a-5p)	Cleveland Training *Strongsville Branch of the Cuyahoga County Public Library* *18700 Westwood Drive, Strongsville, OH 44136*
	November 15, 2019 (9:30a-5p)	Cincinnati Training *Mercy Health, Bond Hill Offices* *1701 Mercy Health Place, Cincinnati, OH 45237*
	November 25, 2019 (9:30a-5p)	Columbus Training *State Library of Ohio, Boardroom* *274 East First Avenue, Columbus, OH 43201*
Follow-up Webinar	Spring 2020	TBD
LeaderCorps Selected members provide a statewide network to share ideas,	October 22, 2019	Program Orientation *Nationwide Hotel and Conference Center* *100 Green Meadows Drive South* *Lewis Center, OH 43035*
	TBD	Conference Pre-Workshop

[Program Management Schedule Monthly Version]

OSTC – Section 2

- 2.2

Sub-grantee agrees to assume liability for any injury or damages resulting from participation in the above referenced events. All costs related to participation in required meetings and training may be paid from funds provided under this grant award.

OSTC – Section 2

- 2.3

Sub-grantee must require new staff and at least one AmeriCorps member to participate in Justice Talking Facilitation Training provided by ServeOhio.

OSTC – Section 2

Justice Talking

- Reading and discussion program for members featuring discussions that use short philosophical and literary texts, images, videos and news articles on the nature of justice, service, and related themes.
- Partnership with Ohio Humanities Council

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OSTC – Section 2

Justice Talking Training Dates

Cleveland

November 7, 2019 9:30 – 5:00 PM

Cuyahoga County Public Library, Strongsville Branch

Cincinnati

November 15, 2019 9:30 – 5:00 PM

Mercy Health, Bond Hill Offices

Columbus

November 25, 2019 9:30 – 5:00 PM

State Library of Ohio

OSTC – Section 2

- 2.4

Sub-grantee must require at least one AmeriCorps member to participate in the Ohio AmeriCorps LeaderCorps program unless prior approval was received from ServeOhio to opt-out. The LeaderCorps member(s) is required to attend all scheduled meetings and events.

OSTC – Section 2

- 2.5

CNCS NSCHC Training

- Designated e-course be completed every year
- At minimum, one relevant staff person must complete
- No later than 30 days post Starting Strong
- Send certificate to Program Officer

OSTC – Section 3

- 3.1 Sub-grantee must complete the following elements of the CNCS National Service Criminal History Check (NSCHC) for all "covered positions":
  - 1. Individual's consent to perform checks
  - 2. Nationwide name-based check of the National Sex Offender Public Website (NSOPW). The NSOPW (https://www.nsopw.gov/) is a centralized system that identifies people who are registered as sex offenders in states, territories, and with many federally-recognized Tribes
  - 3. Fingerprint-based FBI check
  - 4. State of Residence if different from State of Service and not an NFF state (see 3.1.2)

OSTC – Section 3

- 3.1.1 "Covered positions" include AmeriCorps members and all other persons who receive a wage, salary, or other compensation paid from the grant or matching funds. This includes site supervisors whose time is counted as sub-grantee match, and contracted staff who have responsibilities for program operations.
  - Excluded are staff whose time is charged as an indirect or administrative cost and short-term contractors such as trainers who are not responsible for program operations.
  - ServeOhio requires the staff position that has oversight of the program's day-to-day operations and member management, even if the position is not in the grant budget, complete the CNCS National Service Criminal History Check.
  - In Ohio, all individuals in covered positions are considered to have recurring access to vulnerable populations. Note: This is a more stringent standard than mandated by CNCS requirements.

OSTC – Section 3

- 3.1.2 As of September 24, 2018, states that participate in the FBI's National Fingerprint File (NFF) program, a fingerprint FBI checks satisfies the state criminal registry check requirement. There are 20 states that participate in the FBI NFF Program. Ohio participates in the NFF program.
  - *There are 30 states, the District of Columbia and 5 territories that do not participate in the NFF program and state of residency checks are required from those states, per NSCHC regulations and guidance.*

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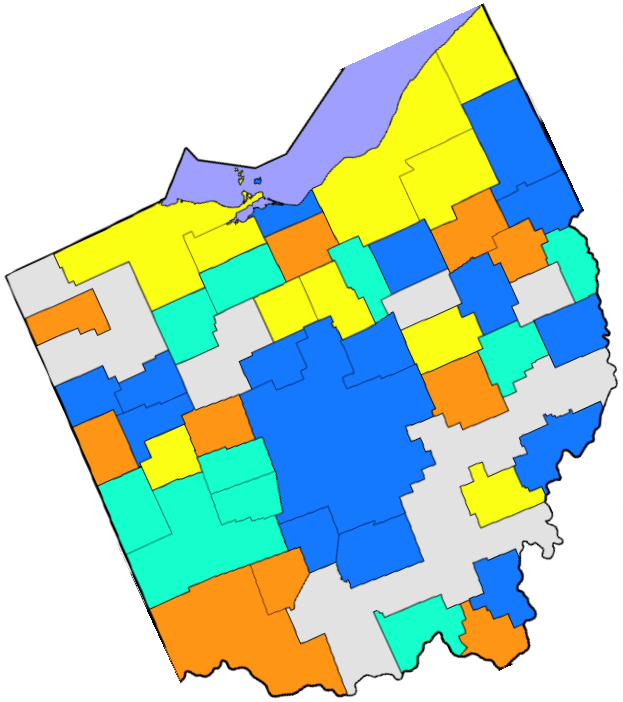
OSTC – Section 3

- Example 1: NSPOW + FBI



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OSTC – Section 3

- Example 2: NSOPW + FBI + State of Residency

ServeOhio strengthens communities through AmeriCorps and volunteer engagement.

OSTC – Section 3

- 3.2 Consent for National Service Criminal History Checks and State of Residence at the time of application must be documented in the member file.
  - 3.2.1 Per CNCS guidance, a person applying to serve or work who is enrolled full-time in college is deemed to be residing in the state where he or she lives for the purpose of attending the school without regards to whether or not that home is on- or off-campus, and whether or not that home is in the same state as the college is located.

OSTC – Section 3

- 3.3 Timing of checks. The NSOPW check must be completed at least one day (24 hours) prior to the member start date or the date when staff time is first charged to the grant. A completed NSOPW check is defined as one complete check where all states, territories and federally-recognized Tribes are reporting. FBI checks and state of residence (if applicable) must be initiated prior to the start of service or the date when staff time is first charged to the grant. Programs must obtain and retain written consent from candidates prior to initiating the state and FBI components.
  - The timing of the checks also applies to staff required by ServeOhio to complete this process prior to any grant or program related activities. See OSTC-3.1.1
  - 3.3.1 If a sub-grantee fails to maintain documentation of initiation as specified above, for audit purposes the initiation date will be the same as the results date in OSTC-3.4, and sub-grantee may be subject to cost disallowance for member/staff time and benefits costs incurred prior to the results date.

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OSTC – Section 3

12/14/2016 NSOPW Print View

National Sex Offender Search Results

1 record from a national search including all states, territories and Indian Country for First Name like ***Mathew J***, Last Name like ***Smith***

Search performed 12/14/2016 12:08 PM EST

Offender	Age	Aliases	Address
SMITH, MATTHEW			• N/A SEVEN SPRINGS, NC 28578 LENOIR PRIMARY

Reviewed
not our member

12/14/2016 NSOPW Print View

National Sex Offender Search Results

0 records from a national search including all states, territories and Indian Country for First Name like ***Meggan W***, Last Name like ***Jackson***

Search performed 12/14/2016 12:09 PM EST

OSTC – Section 3

- 3.4 AmeriCorps program staff must document review of FBI check and state of residency check (if applicable) results. The Program Director or other AmeriCorps or agency staff (as defined in the sub-grantee's written NSCHC policy) must sign and date the printed documentation of review for cleared member results.
  - 3.4.1 Electronic verification, complete with a compliant timestamp and electronic signature, must be made available to ServeOhio upon request.
  - 3.4.2 Accompaniment occurs during work or service while FBI checks and state of residency checks (if applicable) are pending. A person is accompanied when an individual in a covered position is in the physical presence of a person who is cleared for access to vulnerable population.

As of July 1, 2019, accompaniment ceases when **both** the FBI check and state of residency check (if applicable) results are reviewed to determine the individual is eligible and cleared to work or serve.

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OSTC – Section 3

Ohio AmeriCorps Accompaniment Log

Instructions: *Members and staff for whom BCI/State of Residence and FBI checks have been initiated but results remain pending must be accompanied with the assumption that the individual will be in the presence of vulnerable populations, even during orientation (Ohio AmeriCorps Supplemental Terms and Conditions OSTC 3.3). This form must be completed each day of service while results remain pending; multiple lines will be necessary on days when time is split between responsibilities, or when accompaniment is provided by different persons during the day.*

The time recorded on the Accompaniment Log and the Member's OnCorps timesheet must match to be deemed accurate. Please attach OnCorps timesheets to this log. Accompaniment must continue through the date either the state (all states) or FBI results have been reviewed by the Program Director or AmeriCorps Staff (Per OSTC-3.4). ***The Results Review Date below should therefore reflect the date results were reviewed.*** *Program Director/Supervisor signature at the bottom of this form indicates that all persons providing accompaniment were properly cleared for access to vulnerable populations. Members and Staff should sign each Accompaniment Log at the bottom as they are completed, if multiple pages are necessary. Completed Accompaniment Logs must be maintained in member/staff files as part of the grant record and are subject to compliance audit by ServeOhio and/or CNCS.*

Member Name (Print)_____Member Start Date_____ Results Reviewed Date_____

Date	Time (IN)	(OUT)	Location	Activity	Accompanier (Name and Title)	Accompanier (Signature)	Member Initial

AmeriCorps Member (signature)_____ Date_____ Program Director or Supervisor(signature)_____Date_____

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Updated June 2018

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OSTC – Section 3

Official Header

DAVE YOST
OHIO ATTORNEY GENERAL

June 04, 2015

[redacted]

NO BCI&I RECORD ON FILE
[redacted]

The Ohio Bureau of Criminal Identification and Investigation (BCI&I) has completed a criminal history record check on the applicant listed below. Based upon information furnished by your agency, BCI&I has **NO CRIMINAL HISTORY RECORD** on file for:

Name:	**READER, CHARLES S**
SSN:	[redacted]
BCI Completion Date:	**June 2, 2015**
Reason Fingerprinted:	**Law Enforcement Criminal Justice**
Agency ID:	**CSH512**

This "No Record" verification is valid for one year from the record check completion date. This letter may be photocopied by the prospective employer and retained by the applicant.

Thomas J. Stickrath
Superintendent, Ohio Bureau of Criminal Identification & Investigation

Ohio Bureau of Criminal Identification and Investigation
P.O.Box 365
London, OH 43140
Telephone: (740) 845-2000
Facsimile: (740) 845-2020

An Internationally Certified Law Enforcement Agency
www.ag.state.oh.us

The date the results were sent out may be different than the date the results were completed. The date you receive and review the results may also be different than the date the results were sent out.

Pay attention to the results, the name, and the social security number.

Identify how this document is secured through your organization's PII Policy (Personal Identifiable Information).

OSTC – Section 3

- 3.5 Using Fieldprint and Truescreen for NSOPW, State and FBI Checks (https://www.nationalservice.gov/sites/default/files/documents/NSCHC_Using_Fieldprint_and_Truescreen_11-15-18_508.pdf)
  - 3.5.1 In September 2015, CNCS contracted Fieldprint, Inc., (Fieldprint) to provide FBI fingerprint-based checks (FBI checks) to grant and sub grant recipients (recipient(s)). Fieldprint is one of a limited number of contractors, called Channelers, approved by the FBI to offer expedited access to the FBI's national criminal history information. Service to CNCS recipients began in January 2016 and can be accessed here: www.fieldprintcncs.com.
  - 3.5.2 In July 2018, CNCS approved Truescreen to provide state and National Sex Offender Public Website (NSOPW) checks to recipients. Truescreen is a vendor approved by CNCS to provide NSOPW and state criminal history checks. All CNCS recipients may use Truescreen. Service to CNCS recipients began in November 2018 and can be accessed here: https://applicationstation.truescreen.com, using the CNCS specific agreement code: CNCSAgreement.

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Truescreen Adjudication Screen

Corporation for NATIONAL & COMMUNITY SERVICE

Investigation Information

Name:	Smith	SSN/ID#:	
AKAs:		Address:	
Phone Number:		Email:	
DOB:			
Case Number:		Billing Code:	
Requester:		Request Date:	
Case Created Date:			
Status:		Release On File:	

- Green dot=Pass
- Notes in "Existing Case Notes"

Adjudicated Pass/Review

Original Pass/Review Status:
Adjudicated Pass/Review Status:
Existing Case Notes: - Feb 21 2019 4:18PM - pass

CLOSE

Adjudication History

Action Date	Performed By	Adjudicated Status	Note
Thurs, 2/21/2019 4:18PM		Pass	pass
Mon, 2/18/2019 6:22AM	Truescreen, Inc.	Review	Case Completed

- Green dot=Pass
- Program staff person listed in "Performed By" column
- Action is time stamped

Time and Date Stamped

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OSTC – Section 3

Fieldprint Adjudication Recommendation

Corporation for NATIONAL & COMMUNITY SERVICE

Applicant information is above and cropped out

Order Information

Order Number:	[redacted]
Program - Division:	[redacted]
Date Received:	09/13/2018 12:36
Date Completed:	09/13/2018 17:03
Status:	Results Received
Fitness Determination:	Cleared

Activity:

Activity	Date
Web Appointment # [redacted] Scheduled for Sep 13 2018 2:00PM	09/13/2018 12:36
Prints Transmitted to FBI with TCN: [redacted]	09/13/2018 16:54
FBI returned results	09/13/2018 16:55
Adjudication results received	09/13/2018 17:03

Adjudication recommendation

Fingerprint Information

Transaction Control Number:	[redacted]
Reason for Fingerprinting:	CNCS SAA
Channeling Agency:	FBI-AFIS
Fingerprint Site:	Fieldprint Site - Bend, OR (Postal Connections) 2660 NE Highway 20 Forum Shopping Center; Suite 610 Bend, OR 97701
Appointment Date:	09/13/2018 02:00 PM
Date Fingerprinted:	09/13/2018 04:54 PM

Document the results were considered when selecting the individual.
There are many ways to conduct this documentation.

Services

Adjudication:	Completed

Documents

Document	View
Privacy Act Notice	
Release	

Click to view consent form

NO Time or Date Stamp

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OSTC – Section 3

Fieldprint "Not Cleared"

Corporation for NATIONAL & COMMUNITY SERVICE

Applicant information is above and cropped out

Order Information

Order Number:	[redacted]
Program - Division:	[redacted]
Date Received:	01/02/2019 16:24
Date Completed:	01/04/2019 16:32
Status:	Results Received
Fitness Determination:	Not Cleared

Activity:

Activity	Date
Created Hank Order	01/02/2019 16:24
Web Appointment # [redacted] Scheduled for Jan 3 2019 3:30PM [redacted]	01/02/2019 16:24
Prints Transmitted to FBI with TCN: [redacted]	01/03/2019 18:45
FBI returned results	01/03/2019 18:46
Adjudication results received	01/04/2019 16:32

Adjudication recommendation

Fingerprint Information

Transaction Control Number:	[redacted]
Reason for Fingerprinting:	CNCS SAA
Channeling Agency:	FBI-AFIS
Fingerprint Site:	Fieldprint Site - Medford, OR (Photo Creations Studio) 1600 North Riverside Avenue Rogue Valley Mall; Lower Level Entrance 3; next to Cookie Connections Medford, OR 97501
Appointment Date:	01/03/2019 03:30 PM
Date Fingerprinted:	01/03/2019 06:40 PM

Services

Adjudication:	Completed

Documents

Document	View
Privacy Act Notice	
Release	

NO Time or Date Stamp

OSTC – Section 3

- 3.6 Effective July 1, 2019, the Corporation for National and Community Service issued the National Service Criminal History Check (NSCHC) Guide to Enforcement Action. This guide describes what constitutes NSCHC noncompliance, potential administrative consequences for noncompliance, and how and when to implement specific administrative corrective action or enforcement for NSCHC noncompliance.
  - 3.6.1 Per CNCS, noncompliance refers to a situation in which an individual in a covered position is eligible to serve, but the recipient did not fully comply with all NSCHC requirements.

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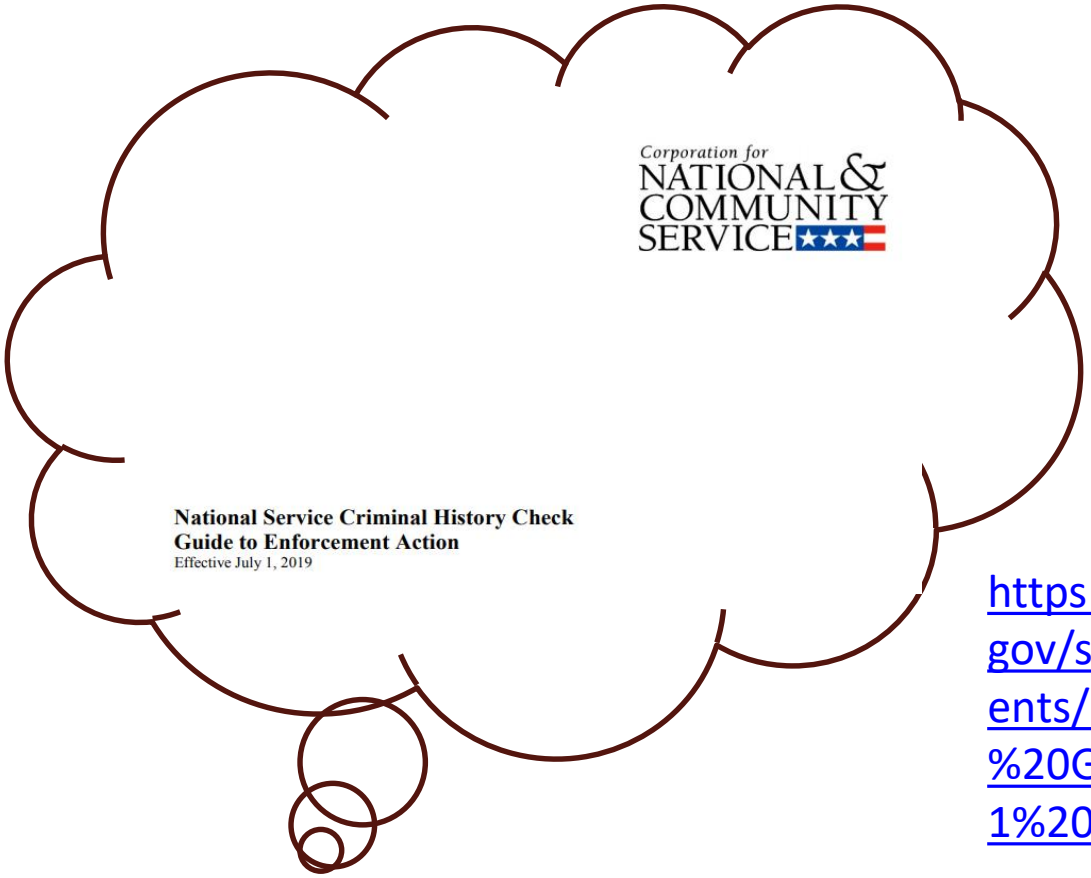
OSTC – Section 3



https://www.nationalservice.gov/sites/default/files/documents/NSCHC%20Enforcement%20Guide%20Effective%207-1%20508.pdf

OSTC – Section 3

- 3.7 If you receive a FBI result that states the person's results "May Not Meet Requirements" please follow the guidance found on the ServeOhio website in the Ohio AmeriCorps Program Guide regarding RAP Sheet Guidance. Sub-grantees make the decision to select individuals for work or service on the grant. Please follow your organizational policies to determine if a member is eligible to serve outside of the CNCS eligibility requirements.
  - 3.7.1 Sub-grantees using Fieldpient for NSCHC checks and need to challenge a not cleared recommendation, please see https://www.nationalservice.gov/Challenging-Not-Cleared-Fieldprint-Recommendation-Applicants for instructions.

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OSTC – Section 3

3.8 Programs must use the Member File NSCHC Checklist found on the ServeOhio Website to document the NSCHC process has been completed for each member. Programs must place completed form in each member file.

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National Service Criminal History Check
Checklist and Member File Documentation

This form must be saved as grant record in each individual's file. This form can be completed in Microsoft Word and can be printed for your file after completion. You may also print out the form and complete it by hand. This form will be used during Monitoring Visits to ensure Member File Compliance. All AmeriCorps members and staff in covered positions serving in the State of Ohio must undergo Components 1 & 2 of the NSCHC Assessment and Component 3 if applicable under the National Fingerprint File Alternative Search Procedure. If your agency policies have additional background check requirements, notify ServeOhio as requested under Component 2. The updated NSCHC Enforcement Guide went into effect on July 01, 2019.

When coding the reason for the State and FBI checks, please use the code: NCPA/VCA – Volunteer Children's Act.

Program Name:	Service Year:
Member/Staff Name:	Member/Staff Start Date:
Name of Staff Completing form:	Date form completed:

OSTC – Section 3

- 3.9 Whether an individual is fit to work or serve with a selecting organization is a matter of discretion for the selecting organization, even though an individual may otherwise be eligible. Selecting organizations have a right and a duty to exercise their discretion in a manner that promotes a safe and effective program, mindful of state and federal nondiscrimination laws. Any eligibility determination must be dated contemporaneously with the determination and must be maintained as a grant record.

OSTC – Section 4

- 4.1

Verification of Eligibility – must ensure your members are eligible to serve. Not required to maintain documentation unless manual verification is necessary – then keep copies.

OSTC – Section 4

- 4.1

Eligibility Includes:

- US Citizen, US National, lawful permanent resident of US
- At least 17 years old
- No murder of sex offender charges
- HS diploma or equivalent
- Other program specific requirements

OSTC – Section 4

- 4.2

Pre-Enrollment – Must initiate pre-enrollment in eGrants portal prior to member start date. Must verify citizenship status and social security number before member shows up the first day of service.

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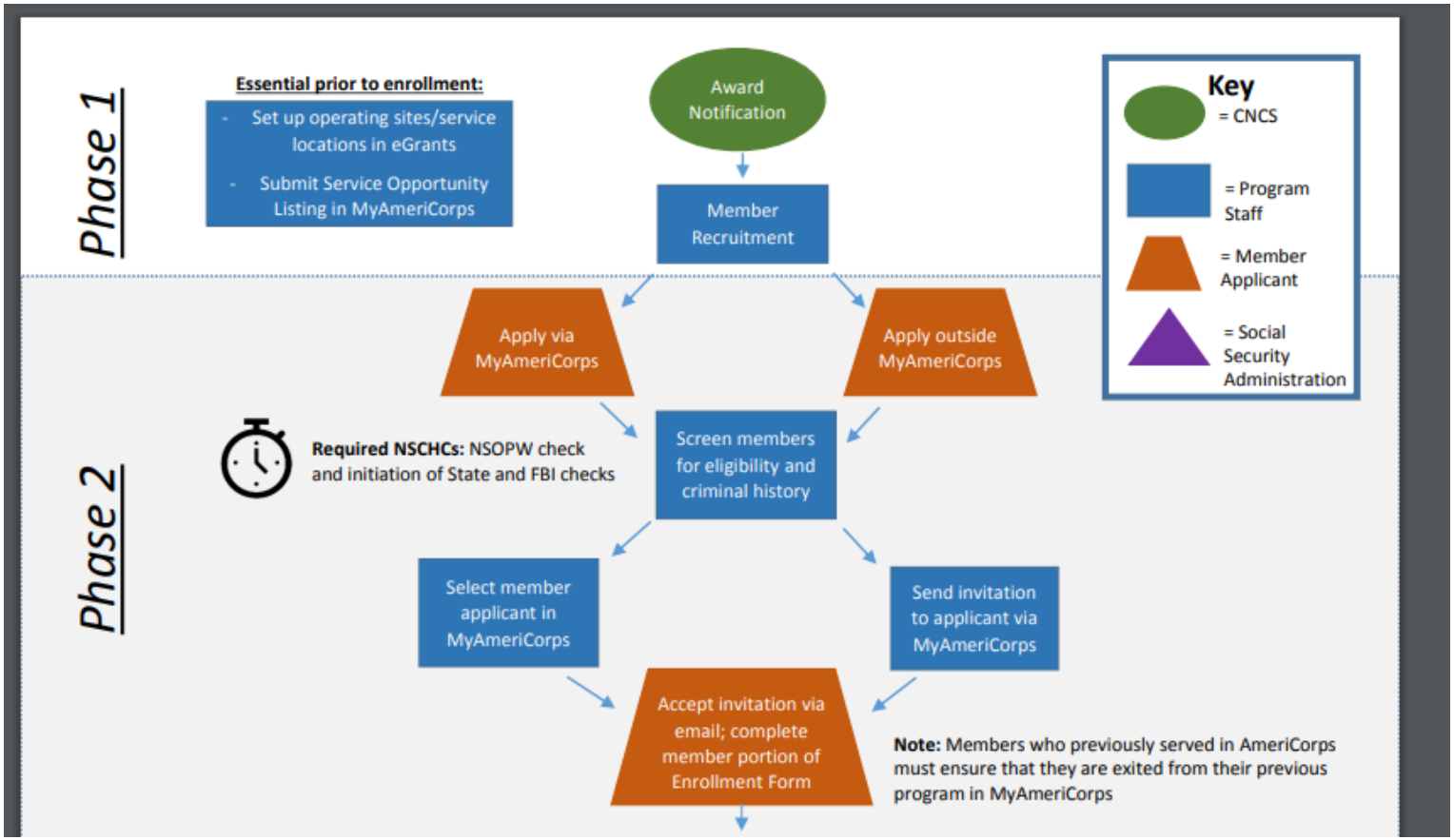
OSTC – Section 4



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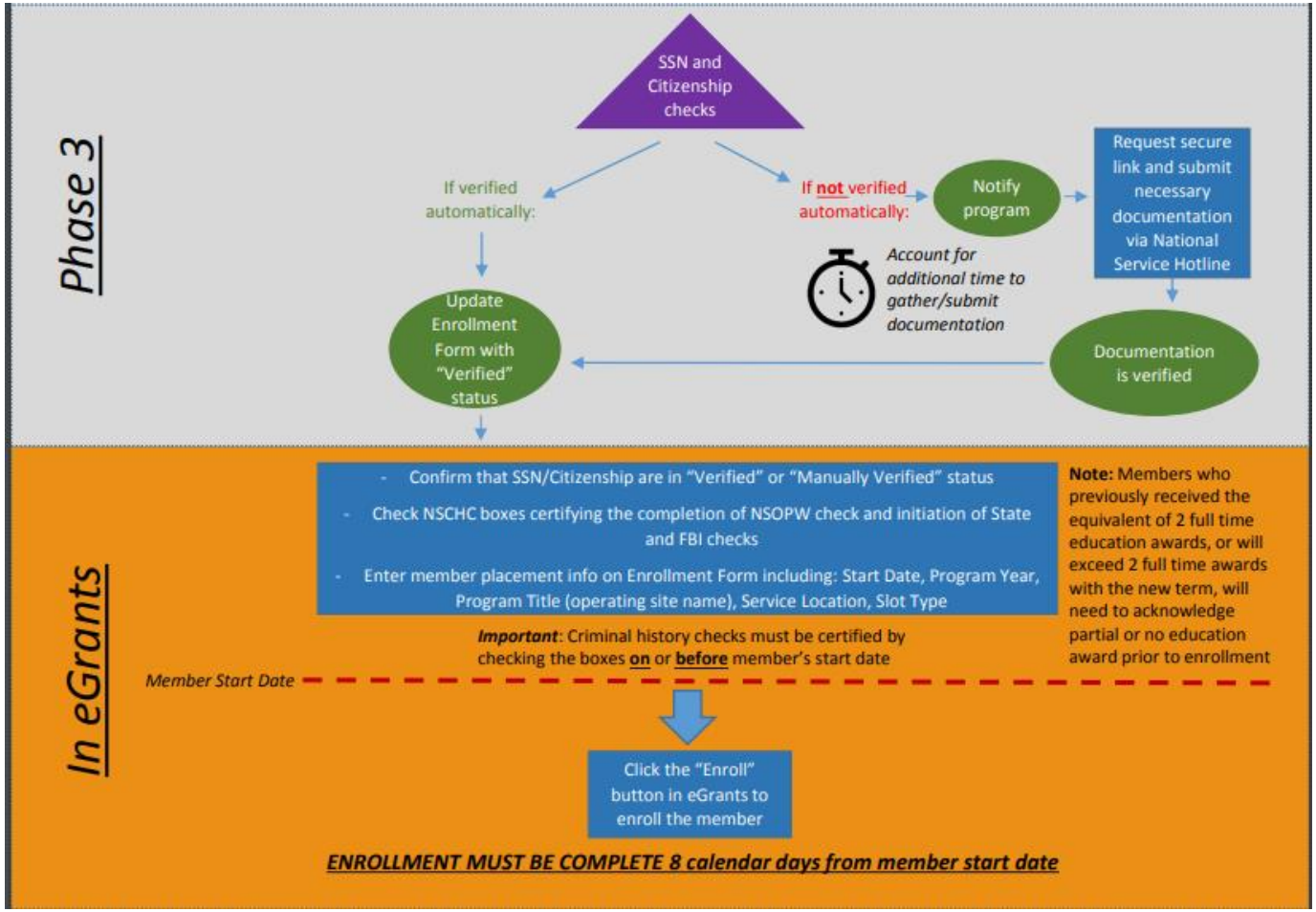
OSTC – Section 4



OSTC – Section 4

- 4.2 – Pre-enrollment Resources
  - Flow-Chart can be found on our website
  - Additional Training slides can be found on our website
  - CNCS Website also has enrollment information.

OSTC – Section 4

- 4.3

AmeriCorps Members must sign their Member Service Agreement (MSA) **before** the first day of service.

OSTC – Section 4

- 4.3

Additional Requirements:

- 4.3.1 → must include ServeOhio's grievance procedure & member initial
- 4.3.2 → must include the Ohio unemployment law & member initial
- 4.3.3 → must include a summary of the Drug Free Workplace Act & member initial
- 4.3.4 → MSA must be approved by ServeOhio prior to use (self-assessment)

OSTC – Section 4

- 4.4

Member Service Enrollment Periods – when the members are serving

  - 4.4.1: Full-time can only be enrolled during first 45 days
  - 4.4.2: Half-time members must have at least 6 months to serve

OSTC – Section 4

- 4.5

Use of OnCorps & eGrants reporting systems. eGrants is the official legal registry – OnCorps is a reporting tool

OSTC – Section 4

- 4.5.1
  - Enroll members in eGrants **first** within 8 calendar days of their start date (8 days includes the first day of service)
  - Enroll in OnCorps **second** within 15 calendar days of the member start date
  - Names must match in **both** eGrants and OnCorps & must match their government issued ID

OSTC – Section 4

- 4.5.2
  - No status change may take place in either system without notifying ServeOhio (early exit, suspension, etc)
- 4.5.3
  - Status changes must happen within 15 days of the change date

OSTC – Section 4

- 4.5.4 – member exits
  - Exit **first** in OnCorps to have an accurate count of service hours
    - Only acceptable reason for early exit in OnCorps is: 1) For Cause; or 2) Compelling Personal Circumstances – see OSTC 4.8
  - Exit **second** in eGrants – this is final and cannot be changed without approval from ServeOhio
    - Can exit early with good standing in eGrants or not in good standing →the latter prevents future AmeriCorps service
  - Both exits should occur within 15 days from exit date

OSTC – Section 4

- 4.6 – Compelling Personal Circumstances Exit
  - 45 CFR § 2522.230 defines a compelling personal circumstances exit
  - A CPC exit must be approved by ServeOhio prior to exiting in eGrants or OnCorps
  - Program must use the CPC Request Form on the website

OSTC – Section 4

- 4.7 – Use of OnCorps for timekeeping
  - 4.7.1: timesheet schedules must be submitted early and timesheets will be monitored according to program schedule

OSTC – Section 4

- 4.7 – Use of OnCorps for timekeeping
  - 4.7.3: Orientation and training hours are service hours and should be tracked in the "Training" category in OnCorps. The member's first day of orientation = first day of service & this date should match the MSA and eGrants & OnCorps
  - Training Hours should not exceed 20% of member service

OSTC – Section 4

- 4.7 – Use of OnCorps for timekeeping
  - 4.7.4: Programs must abide by the Teleservice Policy found on our website.
  - Teleservice is not appropriate for AmeriCorps Members

OSTC – Section 4

- 4.8 – Changes in member terms of service & member slot types
  - 4.8.1: program may not change the number of full-time or less than full time positions without written request from ServeOhio
  - 4.8.2: may not change the status of an enrolled member between slot types without written request from ServeOhio

OSTC – Section 4

- 4.8 – Changes in member terms of service & member slot types
  - 4.8.3: program may refill any slot after all positions have been filled and only if the slot was less than 30% completed
  - Full-time member positions may only be refilled during the first 90 days of the period of performance
  - No slot may be refilled more than once

OSTC – Section 4

- 4.8 – Changes in member terms of service & member slot types
  - 4.8.4: program may not transfer a member to another AmeriCorps program without written request to ServeOhio
  - 4.8.5: ServeOhio reserves the right to reallocate/reassign unfilled member positions to another program

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OSTC – Section 4

- 4.9

Sub-grantee should distribute access to the ServeOhio member pre and post service survey from Ohio State University

OSTC – Section 4

- 4.10

Members must be made aware of the benefits of serving with AmeriCorps on the first day of service. Healthcare enrollment periods are not permissible and members must be covered on the first day of service if they opt-in.

Benefits Include:

- Living allowance
- Loan deferment
- Interest payments
- Education award
- Childcare (if applicable
- Healthcare (if applicable)
- Other agency specific benefits

OSTC – Section 5

- Budget and Fiscal Procedures
- Program Officer can provide prior written approval.
- Ability to move among approved budget lines up to aggregate change of 10%

Share Terms & Conditions with your fiscal staff

OSTC – Section 5

- Memo regarding Member Recognition

- Other items in this section
  - Match requirements
  - Payment requests
  - Audit requirements
  - Monitoring

OSTC – Section 6

- Reporting requirements
- Replaces Section XI in the AC State T&C
- Requires OnCorps to submit
  - Approved Budget
  - Approved Performance Measures
  - Periodic Expense Reports (PER)
  - Grantee Progress Reports (GPR) with training to be provided

OSTC – Section 7

- Program evaluation requirements
  - Plan requires when recompete (Year 4)

- Must monitor performance measures

Agency Policies

- In addition to the previous documents, review internal Agency Policies and compare / highlight / create policy that aligns with the AmeriCorps program
  - If using existing policy, remove “Employee” language (ie: Employee Handbook vs. Member Handbook)
- Are there more stringent “hiring” requirements / qualifications?

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TAKE a break

ServeOhio strengthens communities through AmeriCorps and volunteer engagement.

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Grants Management Systems

eGrants & OnCorps

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eGrants & OnCorps

eGrants/My AmeriCorps (Required)	OnCorps (Required)
Submit Initial Grant Application & Budget Request	*ServeOhio Creates initial Program Account*
Create Service Opportunities	Update Program Information
Recruit and Invite Members to Apply	Create Program Director & Site Supervisor Accounts
Accept or Decline Applications	Enter Service Sites
Invite Members to Apply/Accept Service Opportunity	Select Timesheet Style & Set Dates (cannot change during the year)
Enter Operational Site Information	Members submit Timesheets for Direct Service & Training/Professional Development Activities according to schedule set by program
Enter Service Site(s) Information	Approve Member Timesheets & ensure Members have an accurate count of service completed
Member Enrollment (see flow chart on ServeOhio Website for process)	Enroll Members & Create Member Accounts (only after enrollment in eGrants)
Select Member's Primary Service Site	**FISCAL REPORTING**: Input Budget from eGrants, Submit PERs, and Budget Modification(s)
Create Member Service Changes (with approval from ServeOhio)	**PERFORMANCE MEASURES**: Enter Performance Measures & Submit Quarterly GPRs
Exit Members (if early exit, with approval from ServeOhio)	Create Member Service Changes (with approval from ServeOhio)
	Exit Members (if early exit, with approval from ServeOhio)
	OPTIONAL: Members can submit Great Stories, Volunteer Mobilization, Civic Engagement, and various other reports

www.egrants.cns.gov

www.oh.oncorpsreports.com

eGrants

- Official legal documentation of grant and member service
- Commission role
  - Create & approve grant opportunities
  - Monitor enrollment & exit
- Sub-grantee role
  - Create service opportunities
  - Invite members to serve
  - Enroll members & exit members
- Member role
  - Complete invitation to serve & verify eligibility information
  - Access education award after successful completion via My.AmeriCorps.gov

OnCorps

- Program Management system that tracks:
  - Budget & Financial spending
  - Member service hours
  - Performance Measure progress

OnCorps – Member Timekeeping

- Account creation
  - Program Managers, Site Supervisors & Members
- Timesheet set up
- Program Director vs Site Supervisor accounts
  - All PO's have PD accounts

OnCorps - GPR Reporting

- Cumulative
- Performance measures entered first
- Quarterly reports demonstrating progress
  - Data collection
  - Narratives

OnCorps - Fiscal Reporting

- Enter eGrants approved budget
- Submit PER's
- Budget Modifications
  - If moving money between line items exceeds 10%
- Track Match

Enrollment & Exit of Members

- Enrollment
  - eGrants first
  - OnCorps second
- Exit
  - OnCorps first
  - eGrants second

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eGrants and OnCorps Practice!

[eGrants Training & Technical Support](https://egrants.cns.gov/espan/main/login.jsp)
https://egrants.cns.gov/espan/main/login.jsp
https://oh.oncorpsreports.com/

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ServeOhio strengthens communities through AmeriCorps and volunteer engagement.

Final Thoughts & Questions

- Homework:
  - Review all 3 terms and conditions documents
    - FY 2019 General Grant and Cooperative Agreement Terms and Conditions
      - https://serve.ohio.gov/Portals/0/2019_CNCS_General_Terms_Conditions_1.pdf
    - 2019 Terms and Condition for AmeriCorps State and National Grants
      - https://serve.ohio.gov/Portals/0/2019_CNCS_AmeriCorps_Terms_Conditions.pdf
    - 2019 Ohio AmeriCorps Supplementary Terms and Conditions
      - https://serve.ohio.gov/Portals/0/FINAL_OAST%26C_2019-2020.pdf
  - Review Ohio AmeriCorps Program Guide
    - https://serve.ohio.gov/Portals/0/OH%20AmeriCorps%20Program%20Guide%202019.pdf

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Starting Strong 2019 – 2020: AmeriCorps Program Orientation

Day Two

July 24, 2019

Welcome Back!

- Review previous day's material
- Any questions come up about all 3 Terms and Conditions?

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Practical Application of Terms & Conditions

Recruitment/Selection

- Interview Questions
  - Behavioral Interviewing – resources from 2019 January Program Director Meeting on Website
  - Continuity of questions
- Position Posting
- Application
- NSCHC Consent
- Paperwork

Pre-Enrollment & Member Enrollment

- Chart
  - Steps to complete for pre-enrollment (eligibility verification
- Member Enrollment (after eligibility is determined)
  - 8 days from first day of service (includes first day)
- eGrants

Orientation

- Team building
- Agency/program overview
  - Visits from leadership & other staff
- Training calendar
- Important deadlines
  - Payroll schedule
  - Timesheet due dates
  - Other reports
- Review MSA
- Benefits of service
- Program Officer Visit

Team Meetings & Training Members

- Meeting Frequency: Weekly, biweekly,or monthly meetings
- Regular training
- Revisit orientation materials

Timesheets

- OSTC 4.7
- Monitor timesheets to ensure completion and on target
  - OnCorps Year to Date Feature
- Communicate: Inform your Program Officer if Timesheets are late

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Monitoring Overview

Define Monitoring

- Monitoring activities occur all year long to ensure compliance with CNCS and Ohio Terms and Conditions
- Monitoring can include Training and Technical Assistance, document audits, on-site visits and more
- Monitoring activities are designed to help your program be successful and continuously improve

Define Monitoring

- OSTC 1.9 outlines how ServeOhio defines how a program will be monitored
  - Programmatic Reviews – Terms & Conditions review, member file audit & may include a data review, member interviews and site visits
  - Programs will receive at least 2 additional visits (maybe more depending on the Risk level)

Self-Assessment

- Designed for each program to assess their capacity to develop and support a high-quality AmeriCorps program.
- The assessment will highlight strengths of your program as well as areas requiring targeted support and resources.
- Assessment is distributed in June, and is due at least 30 days before the first member begins service.
- Program Officers check documents for compliance and review them with the CNCS & Ohio Terms in Conditions in mind
  - Member Service Agreement
  - Host Site Agreement
  - Position Description
  - Training Calendar
  - Etc.

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Self-Assessment

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ServeOhio
Program Self-Assessment
2019 – 2020

In an effort for the ServeOhio's Program Team to best serve your program, please complete the following self-assessment concerning your capacity to develop and support a high-quality AmeriCorps program. The assessment will highlight strengths of your program as well as areas requiring targeted support and resources. Please complete and return to Meredith Pugh at least 30 days before your first member begins service.

Legal Applicant	**insert**
Program Name	**insert**
Total Years Program Funded (including current service year)	**insert**
Current Funding Cycle	**Year 1 ☐ Year 2 ☐ Year 3 ☐**
Period of Performance* (Grant start and end date)	**insert**
Member Service Term**	**insert**

***Period of Performance Start Date** can be prior to the **Member Start Date.** The **Period of Performance Start Date** and **End Date** represent the start and end date of the program year (Program Year) for administrative purposes and corresponds to the date on your Notice of Grant Award (typically 12 months).
****Member Service Term** represents the exact date the first member starts serving in AmeriCorps, determines the end date of the enrollment period for each program according to the Ohio Supplementary Terms & Conditions Section 4.4 and the **Member End Date** determines the length of the member service period, (e.g. 10 to 12 months of service)

MEMBER RECRUITMENT

Describe your Member Recruitment Plan and Provide a Timeline (please address how you plan to strengthen diversity, equity & inclusion):

MEMBER MANAGEMENT

Please send in the following documents/templates for ServeOhio to review and compare against the NSCHC/Member checklist for required items. If your program does not have an item listed below, or one or more items are combined, please indicate after each item.

☐ Please attach any application materials outside of the eGrants application that you use for recruitment (Please indicate here if you use eGrants exclusively for recruitment _____).

☐ Please attach the member service agreement (MSA) for the 2019-20 program year. Please ensure that all agreement requirements are in this document.

☐ Please attach the member position description(s) for the 2019-20 program year. Be sure to include at what site(s) the position will serve (if applicable).

☐ Please attach the Host Site Memorandum of Understanding(s) for the 2019-20 program year (if applicable).

☐ Please attach your organization's HR policies and procedures, Civil rights requirements, complaint procedures, and rights of beneficiaries.

☐ Please attach your AmeriCorps Handbook/policies and procedures, complaint procedures and/or disciplinary procedures. (Please note if they are located in your Member Service Agreement here_____).

☐ Please attach your NSCHC Consent form/email template and State of Residency at time of application declaration (this may be in an application, member onboarding paperwork, member service agreement etc.).

☐ Please attach your Publicity Release Form (Please note if they are located in your Member Service Agreement here_____).

☐ Please attach your timesheet calendar and timesheet monitoring schedule.

☐ Please attach your Childcare Consent Form (if applicable).

☐ Please attach your Health Care Consent Form (if applicable).

Additional Policies:

Program Self-Assessment

Risk Assessment

- This document allows ServeOhio staff to effectively monitor compliance and progress of AmeriCorps programs and provide an adequate level of both on-site and off-site technical assistance based on the assessed capacity of the sub-grantee to administer the program

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Risk Assessment

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Ohio AmeriCorps Risk-Based Monitoring Determination Form
2019-2020 Program Year *(based on 2018-2019 program and financial data)*

Purpose: To allow ServeOhio staff to effectively monitor compliance and progress of AmeriCorps*State programs in Ohio and to provide an adequate level of both on-site and off-site technical assistance based on the systematically assessed capacity of the subgrantee to administer the program.

Procedure: Using the guidelines outlined below, each AmeriCorps program will be analyzed and assigned a risk level (very high, high, medium, and low). The monitoring strategy will specifically address issues contributing to the assigned risk categories for each program, which may include issues other than those specifically listed below. The overall monitoring strategy will allow for the most time-intensive monitoring of the highest risk programs, with less time-intensive monitoring strategies applied, as appropriate, to lower risk programs.

Risk Assessment: ServeOhio staff will assess the risk associated with each subgrantee on an annual basis (October/November) using the weighted risk factors outlined below. Based on this risk assessment, staff will visit with each subgrantee, as appropriate, according to the identified risk factors and risk categories outlined below.

Note: All new subgrantees will receive a *very high* risk level. ☐ Check if applicable.

Legal Applicant:	**insert**
Program Name:	**insert**
Total Years Program Funded (including current service year):	**insert**
Program Score: **0**	Risk Level: **insert**
Financial Score: **0**	Risk Level: **insert** Funding: ☐ Competitive or ☐ Formula Grant Type: ☐ Fixed-Amount or ☐ Cost-Reimbursement NOTE: Financial Reporting not required for Fixed-Amount Grants

Risk Assessment

- Programs are assigned a level of risk:
  - Very High (all new programs are in this category)
  - High
  - Medium
  - Low
- Two Assessments – can have different Risk Levels
  - Programmatic
  - Financial

Risk Assessment

- Each risk level has specific monitoring plan guidelines for Programmatic and Financial Monitoring
  - Every program receives a formal Monitoring Visit and GPR review regardless of programmatic assessed risk level
  - Every program receives a Standard Documentation Review from the Fiscal Officer regardless of financial assessed risk level

Risk Assessment

- Timeline:
  - Risk Assessments are completed in the fall by ServeOhio Program Officers
  - The Risk Assessments are shared with Programs in early November
  - The Monitoring schedule is shared in early December

Monitoring Visit

- Occur between January and March
  - Review Terms and Conditions
  - Programmatic Discussions
  - Financial Visit (in-person every 3 years, Desk review every year)
  - Member File Review
  - Performance Measure discussions
  - Member Meeting
  - Leadership Discussion

Additional Compliance & Site Visits

- Program Officer scheduled check-in calls during the first year, but can continue in subsequent years as needed
- Site Visits throughout year
  - Orientation
  - End of Year
  - Member events
  - Additional TTA as needed

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Questions

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Lunch Break!

- Enjoy lunch on your own or feel free to bring your lunch back to this room to eat together!
- Please return by 12:55pm

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Welcome Program Staff!

Introductions

- Name & Staff Role
- AmeriCorps Program/Region of Ohio
- Number of years with this program
- *If you could be an AmeriCorps member (for the first time or serve again), where would you serve?*

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Peer Sharing Panels

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Keeping your Program Organized

- Santa Maria Community Services: Project Advance
  - Bonnie Hood
- Ohio University: COMCorps
  - Eric Long

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Member Development

- Rural Action:
  Ohio Stream Restore Corps
  – Shannon Stewart & Meredith Hamsher

- Zoological Society of Cincinnati:
  Zoo Unto Others
  – Amanda McGoldrick

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Site Relationships

- Ohio Historical Society: Ohio History Service Corps
  - Sara Fisher
- University Settlement: NEO Skills Corps
  - Sandra Buckner

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Peer to Peer Program

www.ServeOhio.org |@ServeOhio

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Starting Strong 2019 – 2020: AmeriCorps Program Orientation

Day Three

July 25, 2019

Welcome Back!

- Review previous day's material
- Any questions so far??
- Quick Introductions
  - Name and Program

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ServeOhio Events

- AmeriCorps 25th Anniversary Event
  - Tuesday, October 8th, 2019 1:00pm – 4:00pm

    Jo Ann Davidson Theatre

    Vern Riffe Center

    77 S High Street

    Columbus, OH 43215

25 YEARS of NATIONAL SERVICE

AMERICORPS | SENIOR CORPS

ServeOhio Events

- 2019 Ohio Conference on Service & Volunteerism
  - Wednesday, October 23, 2019
  - Nationwide Hotel & Conference Center

    100 Green Meadows Drive South

    Lewis Center, OH 43035

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Volunteer Engagement Opportunities

- National Days of Service Mini-Grants
  - Make a Difference Day
  - Martin Luther King, Jr. Day
  - Global Youth Service Day
  - ServeOhio Day
- ServeOhio Awards
- Skills-Based Volunteer Training Academy

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Ohio Commission on Service and Volunteerism

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rebeccah.verhoff-kiss@serveohio.gov | www.serveohio.org

Updates & ServeOhio Announcements

- ServeOhio Staff Roles

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2019-20 Terms & Conditions Highlights

2019 CNCS General

- Highlights:
  - Section III. V. add to discuss preparing for breaches of PII.
  - Section IV. → Updated CNCS Policy regarding Civil Rights and Non-Harassment

https://www.serve.ohio.gov/Portals/0/2019_CNCS_General_Terms_Conditions_1.pdf

2019 CNCS AmeriCorps Specific

- Highlights:
  - Section IV. F – must assign service locations in eGrants within 7 days of member start date
  - Section V. B – Service agreement signed before commencement of service.
  - Section V. C – members should **not wear** AmeriCorps logo while engaging in prohibited activities on personal time & programs must post a list of prohibited activities in all service locations

2019 CNCS AmeriCorps Specific

- Highlights:
  - Section VIII. D – defined serving in a full-time capacity for healthcare coverage
  - Section IX. B – add language that programs must submit verification documentation to CNCS or members cannot enroll in eGrants
  - Section IX. D – updated NSCHC links
  - Section XV – updated NSCHC e-Course link

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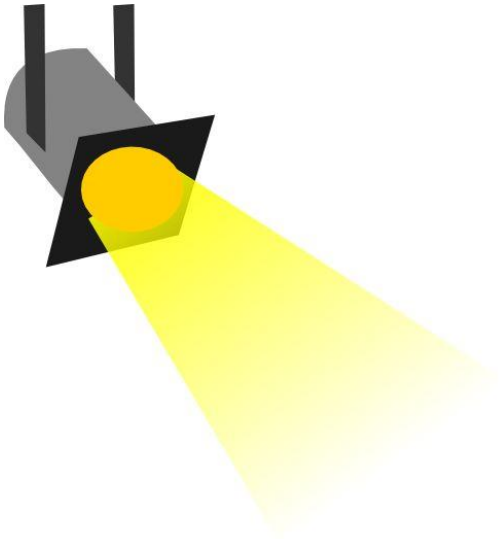
Ohio Commission on Service and Volunteerism

2019-20 Ohio AmeriCorps Supplementary Terms & Conditions



Highlights!

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OSTC – Section 2

2019-2020 Program Management Schedule
Service Year Activities

Summer Fall/Autumn Winter Spring

Programming Note	Month	Activity
Site visits to each program will be completed during orientation in August and September.	August 1st to October 1st	Service Year begins
	August 1st	Member meetings during site visits begin
	September 30th	Member meetings during site visits end
	TBD	National Swearing-In Day
	October 1st till 31st	ServeOhio to complete Risk Assessments
	November 6th	Email Risk Assessments to Programs
	December 6th by 12noon	Programs submit Disallowance Self Disclosure
	December 6th after 12noon (but no later than December 7th by 5p)	ServeOhio emails On-site Monitoring Schedule
ServeOhio will conduct an on-site monitoring visit for each program during January, February, and March.	January 8th	On-Site Monitoring Visits begin
	March 31st	On-Site Monitoring Visits end
	April 1st till 30th	Submit Disallowance Packets to CNCS
	June 30th to September 30th	Service Year ends
Planning and Paperwork These dates will be determined based on the training schedule and Member start date.	(beginning) July 1st	Program Self-Assessment submitted to ServeOhio by Program Director
	TBA	Financial Surveys are due two weeks after grant notifications are released
	July 22, 2019 (10a-12noon)	Finance and Grants management Webinar for Ohio programs
	July 23, 2019 (10:00a-5p), July 24, 2019 (9:00a-5p) AND July 25, 2019 (9:00a-5p)	Starting Strong Training *South B and C, Vern Riffe Center* *77 S. High Street, Columbus, OH 43215*
	TBD	GPR Webinar for Ohio programs
	August 25, 2019	All National Service Criminal History Check Training must be completed
	(ending) September 1st	Program Self-Assessment submitted to ServeOhio by Program Director

2019-2020 Program Management Schedule
Service Year Activities

Summer Fall/Autumn Winter Spring

Periodic Expense Reports (PERs) Must be submitted and approved in OnCorps at the end of each calendar quarter.	October 15, 2019	Period ending September 30, 2019
	January 15, 2020	Period ending December 31, 2019
	April 15, 2020	Period ending March 31, 2020
	July 15, 2020	Period ending June 30, 2020
	October 15, 2020	Period ending September 30, 2020
Progress Reports Must be submitted and approved in OnCorps.	January 15, 2019	Activities that occurred from the start of your program year through December 31, 2018
	April 15, 2019	Period of January 1, 2019 through March 31, 2019
	July 15, 2019	Period of April 1, 2019 through June 30, 2019
	October 15, 2019	Period of July 1, 2019 through September 30, 2019
	January 15, 2020	Period of October 1, 2019 through December 31, 2019 or the end of the program year, whichever comes sooner, and be due no later than January 15, 2020
Justice Talking Facilitator Training Up to 3 members and new program staff ONLY. There will also be a follow-up webinar for Justice Talking	November 7, 2019 (9:30a-5p)	Cleveland Training *Strongsville Branch of the Cuyahoga County Public Library* *18700 Westwood Drive, Strongsville, OH 44136*
	November 15, 2019 (9:30a-5p)	Cincinnati Training *Mercy Health, Bond Hill Offices* *1701 Mercy Health Place, Cincinnati, OH 45237*
	November 25, 2019 (9:30a-5p)	Columbus Training *State Library of Ohio, Boardroom* *274 East First Avenue, Columbus, OH 43201*
Follow-up Webinar	Spring 2020	TBD
LeaderCorps Selected members provide a statewide network to share ideas,	October 22, 2019	Program Orientation *Nationwide Hotel and Conference Center* *100 Green Meadows Drive South* *Lewis Center, OH 43035*
	TBD	Conference Pre-Workshop

[Program Management Schedule Monthly Version]

OSTC – Section 3

- 3.1.2 As of September 24, 2018, states that participate in the FBI's National Fingerprint File (NFF) program, a fingerprint FBI checks satisfies the state criminal registry check requirement. There are 20 states that participate in the FBI NFF Program. Ohio participates in the NFF program.
  - *There are 30 states, the District of Columbia and 5 territories that do not participate in the NFF program and state of residency checks are required from those states, per NSCHC regulations and guidance.*

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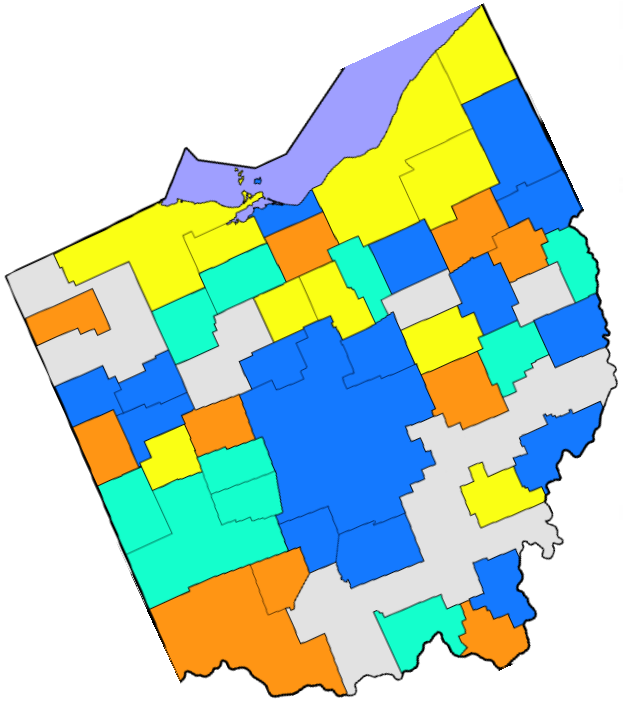
OSTC – Section 3

- Example 1: NSPOW + FBI



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OSTC – Section 3

- Example 2: NSOPW + FBI + State of Residency

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OSTC – Section 3

- 3.4 AmeriCorps program staff must document review of FBI check and state of residency check (if applicable) results. The Program Director or other AmeriCorps or agency staff (as defined in the sub-grantee's written NSCHC policy) must sign and date the printed documentation of review for cleared member results.
  - 3.4.1 Electronic verification, complete with a compliant timestamp and electronic signature, must be made available to ServeOhio upon request.
  - 3.4.2 Accompaniment occurs during work or service while FBI checks and state of residency checks (if applicable) are pending. A person is accompanied when an individual in a covered position is in the physical presence of a person who is cleared for access to vulnerable population.

As of July 1, 2019, accompaniment ceases when **both** the FBI check and state of residency check (if applicable) results are reviewed to determine the individual is eligible and cleared to work or serve.

OSTC – Section 3

- 3.6 Effective July 1, 2019, the Corporation for National and Community Service issued the National Service Criminal History Check (NSCHC) Guide to Enforcement Action. This guide describes what constitutes NSCHC noncompliance, potential administrative consequences for noncompliance, and how and when to implement specific administrative corrective action or enforcement for NSCHC noncompliance.
  - 3.6.1 Per CNCS, noncompliance refers to a situation in which an individual in a covered position is eligible to serve, but the recipient did not fully comply with all NSCHC requirements.

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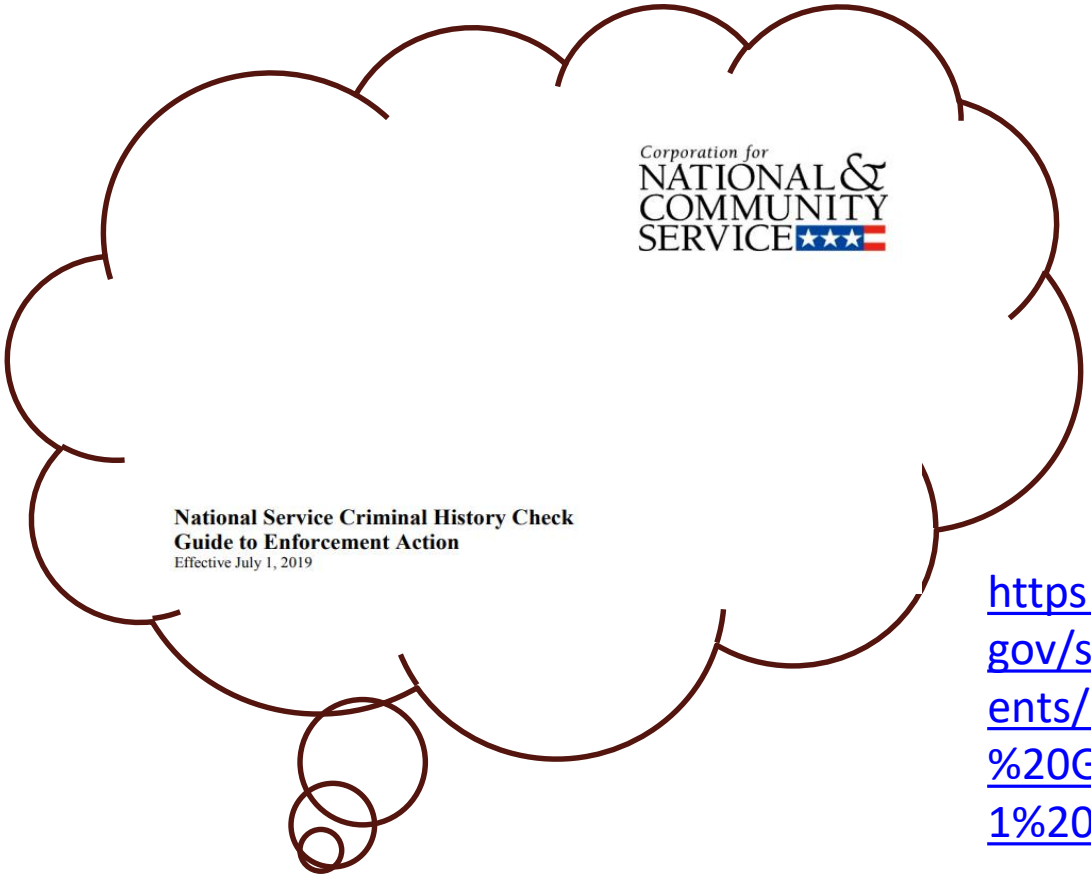
OSTC – Section 3



https://www.nationalservice.gov/sites/default/files/documents/NSCHC%20Enforcement%20Guide%20Effective%207-1%20508.pdf

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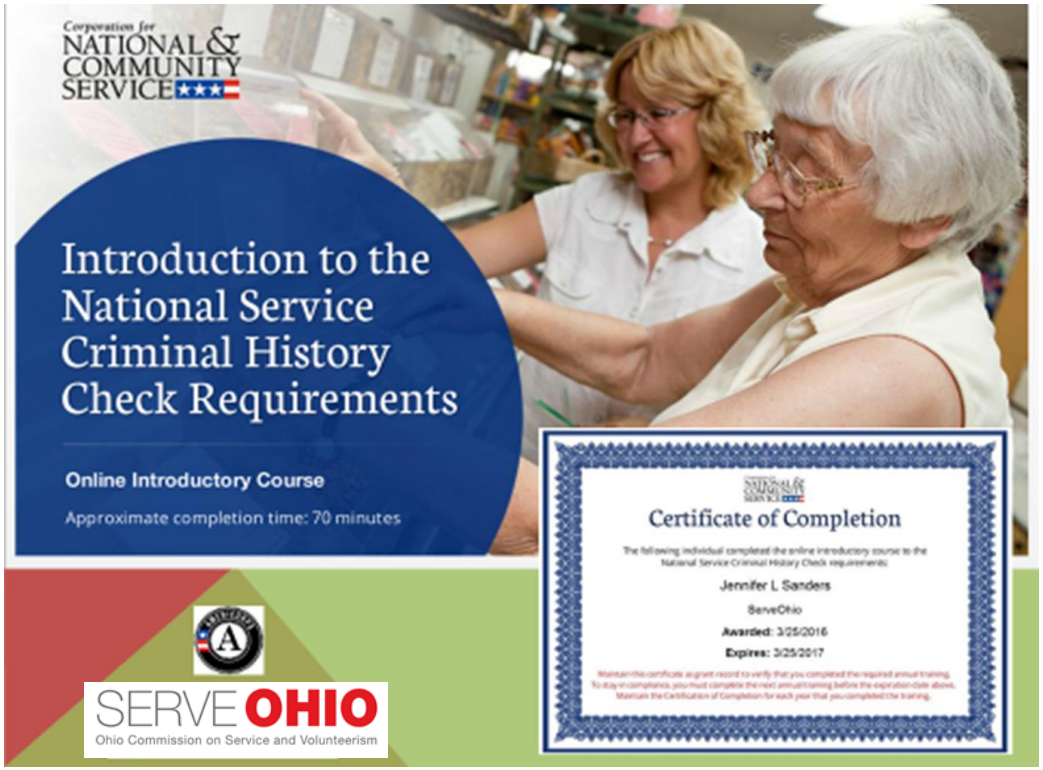
National Service Criminal History Check (NSCHC) training



- ✓ Complete CNCS National Service Criminal History Check (NSCHC) training every year

- ❑ Each recipient must identify at minimum one relevant staff person to fulfill this requirement on behalf of the program.
- ❑ Programs should save certificates of completion from each year as part of grant record.
- ❑ Recipients and subrecipients should complete this requirement and be certified no later than thirty days after completing Starting Strong training. (August 25th, 2019)
- ❑ Send the certificate to your AmeriCorps Program Officer upon completion.

  NOTE: you will need to print off or take a screenshot of the certificate before exiting the session and send the certificate to your ServeOhio Program Officer

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AmeriCorps 101

UPDATED

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Ohio AmeriCorps Program Guide

Created December 2016; Last Updated May 2019

www.ServeOhio.org |@ServeOhio

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Ohio AmeriCorps Program Guide

- Expanded the table of contents
  - Added sample forms and documents
- Updated all links and screenshots
- Entire Enrollment Process (Pages 69-95)
- National Service Criminal History Check Guide to Enforcement Action (Pages 101-108)

OSTC – Section 4

- Highlights
  - Entire section re-organized
  - 4.2: Pre-enrollment outlined
  - 4.3: MSA signed **before** member's start service
  - 4.5: Clarified timeline of enrollment, exit and status changes in eGrants & OnCorps 4.7.1 – Timesheet submission & monitoring
  - 4.7.3 – Training hours

OSTC – Section 4

- 4.2

Pre-Enrollment – Must initiate pre-enrollment in eGrants portal prior to member start date. Must verify citizenship status and social security number before member shows up the first day of service.

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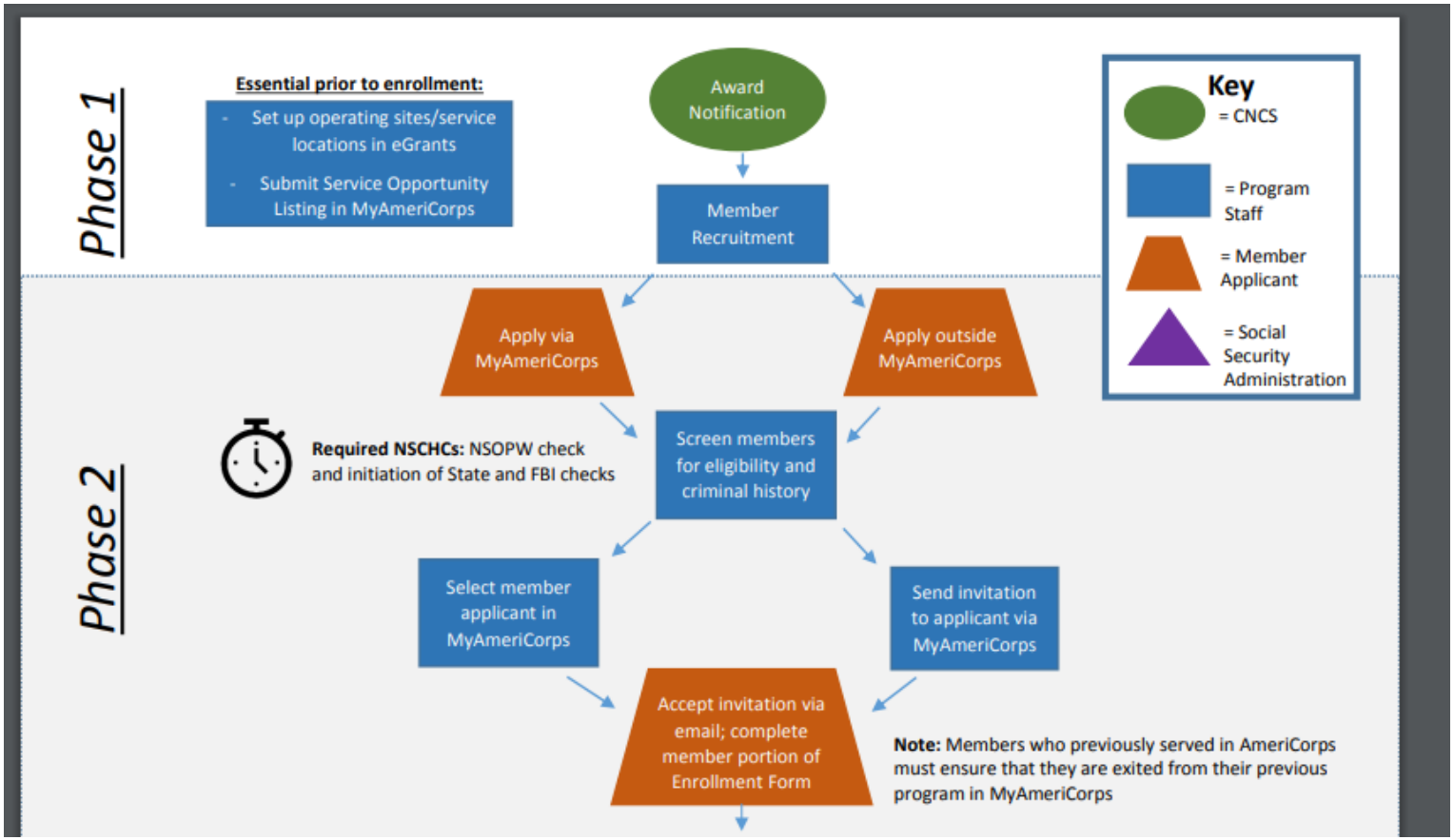
OSTC – Section 4



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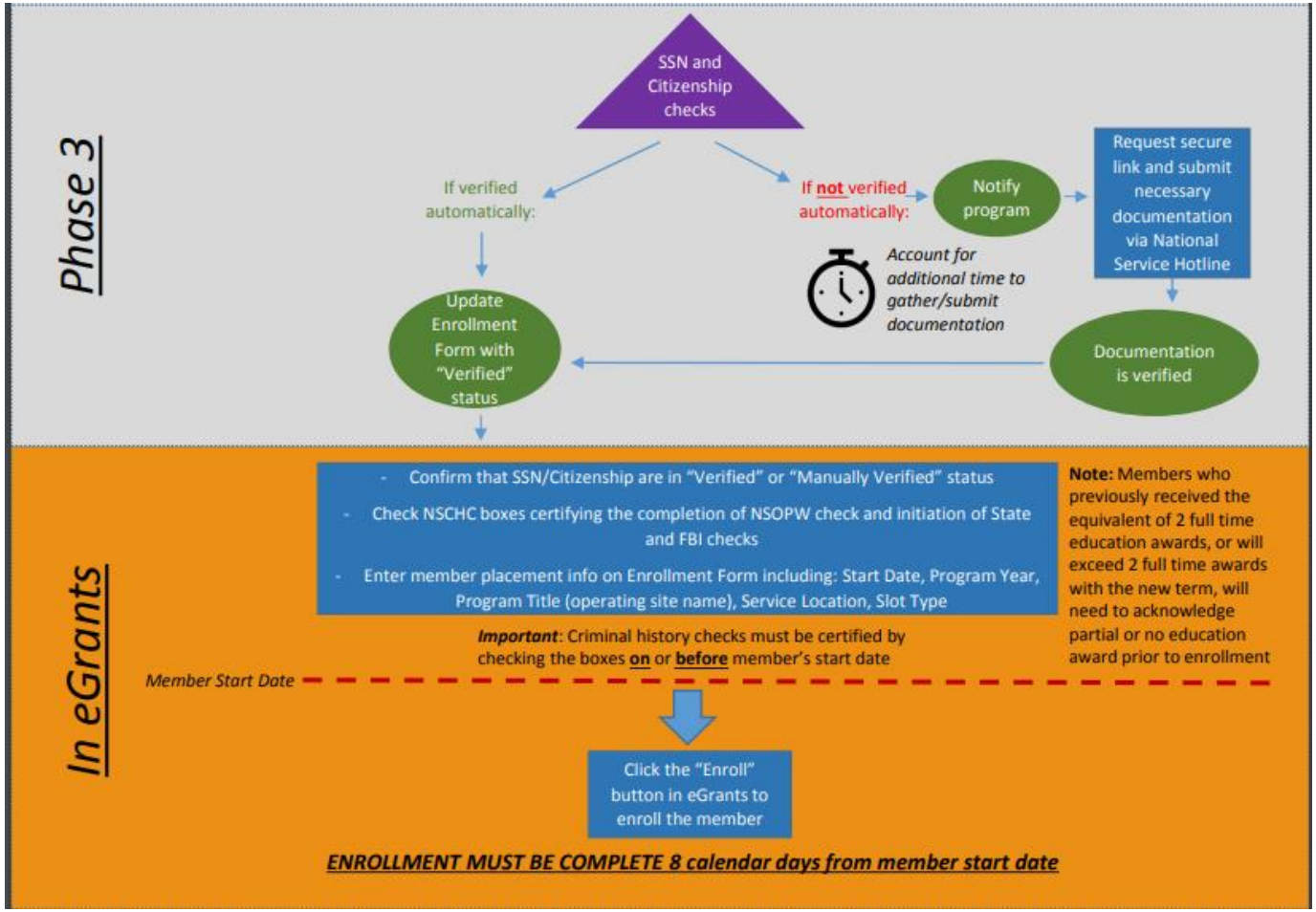
OSTC – Section 4



OSTC – Section 4

- 4.2 – Pre-enrollment Resources
  - Flow-Chart can be found on our website
  - Additional Training slides can be found on our website
  - CNCS Website also has enrollment information.

OSTC – Section 4

- 4.3

AmeriCorps Members must sign their Member Service Agreement (MSA) **before** the first day of service.

OSTC – Section 4

- 4.5.1
  - Enroll members in eGrants **first** within 8 calendar days of their start date (8 days includes the first day of service)
  - Enroll in OnCorps **second** within 15 calendar days of the member start date
  - Names must match in **both** eGrants and OnCorps & must match their government issued ID

OSTC – Section 4

- 4.5.2
  - No status change may take place in either system without notifying ServeOhio (early exit, suspension, etc)
- 4.5.3
  - Status changes must happen within 15 days of the change date

OSTC – Section 4

- 4.5.4 – member exits
  - Exit **first** in OnCorps to have an accurate count of service hours
    - Only acceptable reason for early exit in OnCorps is: 1) For Cause; or 2) Compelling Personal Circumstances – see OSTC 4.8
  - Exit **second** in eGrants – this is final and cannot be changed without approval from ServeOhio
    - Can exit early with good standing in eGrants or not in good standing →the latter prevents future AmeriCorps service
  - Both exits should occur within 15 days from exit date

OSTC – Section 4

- 4.7 – Use of OnCorps for timekeeping
  - 4.7.1: timesheet schedules must be submitted early and timesheets will be monitored according to program schedule

OSTC – Section 4

- 4.7 – Use of OnCorps for timekeeping
  - 4.7.3: Orientation and training hours are service hours and should be tracked in the "Training" category in OnCorps. The member's first day of orientation = first day of service & this date should match the MSA and eGrants & OnCorps
  - Training Hours should not exceed 20% of member service

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Lunch Break!

- Enjoy lunch on your own or with your Peer Groups!
- Please return by 12:55pm

Member File Activity

Member File Activity

- Sarah B., Eric, Anita I., Anita J.
- Dustin, Tiffani, Kevin, Carl
- Bridget, Beverly, Deanna, Moxie
- Kate, Shannon, Meredith, Amanda
- Sandra, Teresa, LaTosha, Sara F.
- Zach, Hayley, Dean, Meaghan
- Sean, Anjanette, Brittany
- Bonnie, Jenny, Brenda

Member File Activity

Scenario:

- Amanda started her service with Family Resources in Columbus, OH on July 22nd. Her background check results were received on July 24th.

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LeaderCorps Discussion

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LeaderCorps Reflections

- Program Director feedback/areas to improve
- Share member selection tactics
- All programs should have at least one member
- Share highlights from last year – include pics/videos?
- Next Steps…

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TAKE a break

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Regional Group Collaboration

Central:

Dean, Brittany, Meghan, Jenny, Kevin, Teresa, Tiffani

Dayton/Cincy/Springfield:

Bonnie, Sarah B., Amanda, Moxie, Carl, Zach

NE: *Sandra, Deanna, Anjanette, Kate, Dustin, Anita J*

SE: *Meredith, Shannon, Eric, Hayley*

Statewide: *Sara, Bridget, Anita I, Sean, LaTosha*

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Collaboration Best Practices

- ✓ Introductions/share content
  - ➢ Pass out business cards?
- ✓ Discuss monthly meeting opportunities
- ✓ Training/collaboration/program opportunities
  - ➢ Issues
  - ➢ Happenings
  - ➢ Recruitment
- ✓ Plans/ideas for National Days of Service

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"What if…" Scenarios

- Stay in Regional Breakouts
- All Scenario's have to do with Member, Program and Site Management

Final Thoughts/Wrap up!

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Resources

Corporation for National and Community Service
https://www.nationalservice.gov/
ServeOhio, Commision on Service and Volunteerism
https://www.serve.ohio.gov/
CNCS Knowledge Network
https://www.nationalservice.gov/resources
Member Enrollment Resources
https://www.nationalservice.gov/resources/member-enrollment-resources
eGrants
https://egrants.cns.gov/espan/main/login.jsp
OnCorps Reports
https://oh.oncorpsreports.com/