



Practical Application of Terms & Conditions

Day Two – Part I

July 14, 2020



Welcome Back!

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



Agenda

- Recruitment/ Selection of AmeriCorps Members
- Member Enrollment – eGrants & OnCorps
- Member Management





Recruitment

- Position Description
 - What are the qualifications/desired skills a member should possess?
 - Who is your ideal candidate/member?
 - Do the members recruited reflect the people & community where they will be serving?
- Posting your position
 - eGrants – all positions must be posted in eGrants (this is how members apply/you invite members to enroll)
 - Social media, recruitment websites
 - Attend recruitment fairs!



Recruitment/Selection

- Application
 - Ensure application is differentiated from general employee application
 - Uses AmeriCorps Member/AmeriCorps terms vs Employee language
- Interviewing Applicants
 - [Behavioral Interviewing](#) – resources from 2019 January Program Director Meeting on Website
 - Continuity of questions – ask everyone the same questions
 - Pre-Interview Considerations – you may run the NSOPW prior to interview using the [NSOPW website](#) to ensure applicants are eligible



GET CONNECTED

A PROGRAM OF SERVE OHIO

Recruitment – Get Connected!

(<https://serveohio.galaxydigital.com/>)



Get Involved, Make a Difference.

VOLUNTEER OPPORTUNITIES

[Click here to register your organization.](#)



Find your local volunteer center! Some Ohio Counties are served directly by a volunteer center, not ServeOhio's Get Connected platform. Check here first to see if there is a volunteer center in your community.

[CLICK HERE TO FIND YOUR VOLUNTEER CENTER](#)



AmeriCorps Opportunities

AmeriCorps is your chance to put your ideals into action while learning new skills, making new connections, serving your community, and earning money to pay for college.

FIND AMERICORPS OPPORTUNITIES



Interested in registering your organization? Click here first!

We encourage all organizations to post opportunities with their local volunteer center.

[CLICK HERE TO REGISTER YOUR ORGANIZATION](#)



Recruitment – Get Connected

- [Get Connected](#) – Another recruitment tool at your disposal & it's free!
- Central location for all AmeriCorps & Volunteer opportunities to be posted across Ohio
- Your agency can use this site to recruit for other Volunteer opportunities as well



Get Connected: AmeriCorps Member Position Checklist

1. Create Agency Profile

- If your organization is not likely to recruit volunteers for other volunteer opportunities, you can [create an agency profile](#) for your AmeriCorps Program. However, if your organization may post volunteer opportunities for the organization as a whole, you may want to [create an agency profile](#) for your entire organization, not your AmeriCorps Program.
- Once you submit your information, ServeOhio needs to approve your agency profile prior to posting your member position descriptions.



Get Connected: AmeriCorps Member Position Checklist

2. Post your AmeriCorps Member Position Descriptions

- Under the “opportunities” tab of your agency profile, you can click the “Add New Opportunity” button to create your opportunity. Make sure you select the **“Ohio AmeriCorps Opportunities” Initiative** to ensure your opportunity shows up on the AmeriCorps initiative page. Also, make sure the opportunity mentions **AmeriCorps** clearly either in the title or in the opportunity description.
- Opportunities do not need to be approved by ServeOhio. Once you have your agency profile, you can post opportunities for member positions, national days of service projects, or any other opportunity that requires registration.



Get Connected: AmeriCorps Member Position Checklist

3. Keep your Postings Updated

- Make sure you keep the content updated if you have staff changes, site changes, etc. This is especially important for ongoing volunteer opportunities – it’s easy to forget about them!

4. Recorded Get Connected AmeriCorps Technical Assistance Training

- Should you want further assistance with Get Connected, you can review the recorded Webinar from June 17, 2020
- <https://www.youtube.com/watch?v=FfyCjQtluuY>



Selection

- Once you select members and offer them the AmeriCorps position, paperwork time!
 - Eligibility documents (must physically review each item and use NSCHC Checklist to document)
 - NSCHC Consent form (need this before you complete FBI, State of Residence)
 - Healthcare Enrollment forms
 - Payroll Information
 - And much, much more!
- There are some programs that offer pre-service paperwork sessions to streamline the process and make enrollment a smoother process. Members are not able to accrue service hours during this time.



Selection – Review Eligibility Docs

2020-21 National Service Criminal History Check
Checklist and Member/Staff 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 (PDF) and complete it by hand. This form will be used during Monitoring Visits to ensure Member/Staff File Compliance. **All AmeriCorps members and staff in covered positions** serving in the State of Ohio must undergo all three components of the NSCHC Assessment or participate in the National Fingerprint File (NFF) Alternative Search Procedure (ASP). The NSCHC Enforcement guidance can be found on the [CNCS website](#).

REQUIRED

- Review
 - [OSTC 3.8](#) – all Staff and AmeriCorps members must have this checklist on file.
 - [OSTC 4.1](#) – must document review of eligibility documents outlined in [2020 CNCS AmeriCorps T & C](#): Section II, G and Section IX, B

REQUIRED

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

- Verify identity & eligibility through:
Eligibility verification:
- Birth Certificate or US Passport
OR
 - US National, Resident Alien Documentation (ID #: _____)
- Identity verification:
- Government-issued photo ID (ID #: _____ Expiration: _____)
and social security card
OR
 - US Passport (ID #: Click here to enter text. Expiration: [Click here to enter a date.](#))
- Obtained written consent from candidate to perform checks (documentation in file)
- Verified state of residence at time of application. State of Residence: _____

Questions





Member Enrollment

- [Section 4](#) of the Ohio AmeriCorps Supplementary Terms & Conditions discusses Member management – including enrollment!
 - Remember your timelines:
 - Enroll in eGrants first → OnCorps second
 - eGrants enrollment → within 8 calendar days of start
 - OnCorps enrollment → within 15 calendar days of start



Member Enrollment

- Enrollment in eGrants must be initiated **before** the member begins service to verify the applicant's eligibility
 - Social Security & Citizenship status and confirm NSCHC process has begun
- A member's first day of service/orientation **should be the same as their enrollment in eGrants and OnCorps**
 - A member should not accrue any service hours or “pre-service”/training hours, receive a stipend prior to their effective date in these systems.
- Member name must **match** in both eGrants and OnCorps systems ([OSTC 4.5.1](#))

Before you can enroll...

- Set up service locations in eGrants (discussed on [Day 1-PT III](#))
- Submit service opportunity listing(s) in MyAmeriCorps → up next!
- You'll need your 14-digit grant ID number from your Notice of Grant Award





Grant ID Number

- The Grant ID is not available to ServeOhio until the Notice of Grant Award (NOGA) is provided by CNCS.
- In some cases the NOGA may not be awarded to ServeOhio until the date before your grant start date. (See [OSTC 1.11](#) regarding member start dates to allow for this).
- According to CNCS programs need to have a grant award with available slots to invite a member



Creating a Service Opportunity Listing

The screenshot shows the eGRANTS web application interface. At the top left is the logo for the Corporation for National & Community Service. Below it, the text 'eGRANTS' is displayed. The main header area is orange and contains 'Welcome Meredith' and 'Recruitment Workbasket'. A left-hand navigation menu is visible, with 'Recruitment Workbasket' selected. The main content area shows a 'Service Opportunities' tab, a 'Create Opportunity Listing' button, and a table of existing listings. Three blue arrows point to the 'Recruitment Workbasket' menu item, the 'Service Opportunities' tab, and the 'Create Opportunity Listing' button. A text box on the right provides instructions: 'Select the Service Opportunities tab and then Create Opportunity Listing!'.

After logging in to eGrants, click the **Recruitment Workbasket** on the left-hand side.

Select the **Service Opportunities** tab and then **Create Opportunity Listing**!

ID	Name	Type	Start Date	Location	Status	
70773	sdf	SN	01/01/2017	columbus	Approved	view/edit



Creating an Opportunity Listing

eGRANTS

Welcome Dorothy

Portal Home

- Trainees Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket**
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

Create Listing

Enter Listing Details

Do you want to make this Listing to be available now ? Yes No

***Project Name:**

***Project Type:** Select

***Program Code:** Select

***Start Date:** (mm/dd/yyyy)

***End Date:** (mm/dd/yyyy)

***Term of Service:** Full-Time Part-Time Summer

Contact Information

***First Name *Last Name:**

***Street Address1:**

Street Address2:

***City:**

***State:**

***Zip:**

***Contact Phone:**

E-mail:

Fax Number:

Website: http://

In what states will you have members?*

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

ALABAMA
ALASKA
AMERICAN SAMOA
ARIZONA
ARKANSAS

In what metropolitan area will you have members?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Atlanta
Boston
Chicago
Cleveland/ Akron
Dallas/Ft. Worth

cancel next

- Input the following **required information**, as indicated by a **red asterisk***
 - Optional Information:
 - Listing availability (default yes, but can turn the post off after slots filled)
 - Metropolitan areas
 - **Click Next**
- *Note: Information **cannot** be saved until final submission



Creating an Opportunity Listing

eGRANTS

Welcome Dorothy

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

SSN & Citizenship Status

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

SSN Workbasket

SSN Reports

VISTA Workbasket

Sponsor Verification

VISTA Reports

Create Listing

Enter Listing Information

Give a brief two(2) line description of the program (200 characters or less) *:

101 characters left

Enter your program description (2000 characters or less) *:

1553 characters left

Are you accepting applications now? Yes No

Accepting applications from: (mm/dd/yyyy)

Application deadline: (mm/dd/yyyy)

Do you accept AmeriCorps application? Yes No

If you require your own application, how do applicants get it?

Phone:

E-mail:

Website: http://

What benefits does your program offer?

Please include all benefits offered by your program, as well as those provided by the Corporation for National and Community Service. To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac). To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Childcare assistance if eligible

Choice of Education Award or End of Service Stipend

Education award upon successful completion of service

Housing

Health Coverage

Other

Select the terms and conditions of member service that apply to your program?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac). To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Car recommended

Permits attendance at school during off hours

Permits working at another job during off hours

Prohibits paid work outside of the sponsoring agency at any time

Uniforms provided and required

previous cancel next

- Input the following **required information**, as indicated by a **red asterisk*** or by CNCS Policy:
 - Two-line description headline
 - Program description
 - Accepting Applications (Yes/No)
 - Application deadlines
 - Alternate Applications (Yes/No)
 - Member Benefits
- Optional Information
 - Alternate Application information (ie: additional application on website)
- Click **Next**



Creating an Opportunity Listing

- Input the following **required information**, as indicated by a **red asterisk*** or by CNCS Policy:
 - Minimum Age
 - Maximum Age
 - Member Activities
 - Modification comment – if updating an existing listing
 - Submitter name
- Optional Information
 - Desired education level
 - Member skills
 - Language requirement
 - Service areas
 - Submitter contact information
- Click **save** to submit to CNCS!



View Submission Status

- Service Opportunity Listing **Status:**
 - **Pending:** awaiting to be viewed by CNCS
 - **Approved:** viewd and approved by CNCS. Listing is now viewable/searchable
 - **Denied:** viewed but not approved by CNCS. Needs to be edited and resubmitted
- NOTE: every time a listing is edited, it is resubmitted with a new timestamp and posts are reviewed chronologically by CNCS staff. You may simply **view** a posting and not edit it as well.

eGRANTS

Welcome Dorothy

Portal Home

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

Sponsor Verification

VISTA Reports

Recruitment Workbasket

Pending Applications

Service Opportunities

VADs

Create Opportunity Listing

Show Hidden Listings

ID	Name	Type	Start Date	Location	Status	
46033	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
3097	Literacy Volunteers of Illinois, Inc	SN	06/29/2009	Chicago	Approved	view/edit
75495	Literacy Volunteers of Illinois - VOCAL Americorps	SN	09/01/2017	Chicago	Approved	view/edit
37584	Literacy Volunteers of Illinois, VOCAL AmeriCorps	SN	06/01/2010	Chicago	Denied	view/edit
46032	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
57304	Literacy Volunteers of Illinois - VOCAL	SN	09/01/2015	Chicago	Approved	view/edit
68831	Literacy Volunteers of Illinois - VOCAL*AmeriCorps	SN	02/10/2016	Chicago	Approved	view/edit
129948	Super Awesome 'Corp	SN	06/05/2018	Washington	Pending	view/edit

Questions





AmeriCorps Member Listing - Application

Once your Opportunity Listing is approved and posted, prospective applicants can search/apply to your opportunity at My.AmeriCorps.gov

my.americorps.gov/mp/login.do

Corporation for NATIONAL & COMMUNITY SERVICE

AmeriCorps
Your Place to Manage Your AmeriCorps Experience

Contact My AmeriCorps | Login
FONT SIZE: Default | Large

technology and need assistance accessing the My AmeriCorps Portal
National Service Hotline at 1-800-942-2677.

AmeriCorps **AmeriCorps VISTA** **AmeriCorps NCCC**

Welcome to My AmeriCorps Portal. To begin, please log in.

CNCS recommends that you use Internet Explorer version 7 or above when accessing My AmeriCorps. Other browsers have been shown to cause issues for users.

Please complete all required fields. An asterisk (*) denotes a required field.
By clicking on "login" you are agreeing to the terms and conditions outlined below:

* Username:

* Password:

[Forgot your Username?](#) | [Forgot your Password?](#) | [Login Help](#)

[Apply to Serve](#)

[Search Listings](#)

[Register to create a new Member/Alum account](#)

[Register to create a new Institution account](#)

If a prospective member searches for your program and applies to serve through the MyAmeriCorps portal, they will automatically create a member account in the system.

Corporation for NATIONAL & COMMUNITY SERVICE

My AmeriCorps
Your Place to Manage Your Am

Advanced Listing Search

Welcome to the My AmeriCorps "Advanced Search" page, a quick and easy way to find AmeriCorps national service opportunities that are suited to your particular skills, interests, and circumstances.

The simplest advanced search involves three steps: selecting the issue area (or areas) of interest to you; selecting one or more geographic area where you would be interested in serving; and clicking the "Search" button.

To narrow down your search further, you have the option of entering additional information about yourself before clicking the "Search" button, such as the particular program you would like to participate in, any specialized skills you might have, and whether you are looking for full time, part time, or summer service opportunities. These optional questions appear toward the right side of the search form.

Clicking the "Search" button will take you to a listing of opportunities that fit the criteria you entered, including: the name and a brief description of the organization offering the position; the AmeriCorps program - State and National, VISTA or NCCC - that the opportunity is connected with; the dates accepting applications; and the location of the service opportunity. Further help on this Advanced Search page can be found by [clicking here](#).

Links from the page will take you directly to a detailed description of the available position, as well as to an online application form. Remember, though, that to apply for a position, you must first create a profile. But don't worry - if you apply for an opportunity but haven't created a profile yet, you will still be asked to create one as part of the application process.

Enjoy your search!

To search for programs, you may use either the Quick Search or Advanced Search option.

Quick Search
To search for programs by type and/or location, or to find a specific program name, please use the fields below.

Program Type :

State :

Program Name :

Include programs not currently accepting applications?

Questions?
Call 1-800-942-2677 or submit a [help request](#)



MyAmeriCorps Member Application

From the Portal Home menu, select **Recruitment Workbasket** to view Pending Application Submissions and Service Opportunity Listings.

Selecting Applicants through the Recruitment Workbasket is one way to enroll members.



The screenshot shows the 'Recruitment Workbasket' interface. At the top, there is a navigation bar with 'GRANTS' and 'Meredith'. Below this, a sidebar menu lists various options: 'Profile', 'Potential Applicants', 'Submitted Applications', 'Members', 'Invite Members', 'SSN & Citizenship Status', 'Manage Events', 'Manage Programs', 'Manage Service Locations', 'Manage Users', 'Recruitment Workbasket' (highlighted with a green arrow), 'S&N Workbasket', 'S&N Reports', 'VISTA Workbasket', and 'Sponsor Verification'. The main content area is titled 'Recruitment Workbasket' and contains three tabs: 'Pending Applications', 'Service Opportunities', and 'VADs'. The 'Pending Applications' tab is active, showing 'No matches' and 'Your search returned 0 results.' Below this, there is a table header with columns: 'Applicant', 'Listing', 'Date Submitted', 'Status', and 'Date Available'. Two blue arrows point to the 'Pending Applications' and 'Service Opportunities' tabs.



Inviting a Member

Welcome Meredith

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members**
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations

Invite Members

Invite Member

After completing the following fields with member and program information, the member will receive an email with information for Portal registration and the ability to complete the enrollment form. Click "add another" to send another invitation at a later date. Otherwise, click "save invitation" to just send this one invitation. [Click here for help](#)

* First Name:

Middle Name/Initial:

* Last Name:

* Social Security Number: (999999999)

* Verify Social Security Number: (999999999)

* Date of Birth: (mm/dd/yyyy)

* E-Mail Address:

* Program Year:

* Program Title:

Service Location:

Enter the member's personal information. **It is critical** that this information is entered correctly and that the name entered matches the full name listed on the member's social security card. Any misinformation will cause a delay in the member enrollment process

***NOTE:** middle names are not required.

If a member is serving with another program immediately before your program the member must first be exited by the other program



In order to be enrolled in the National Service Trust (eGrants), the prospective member's Name, SSN, and Date-of-Birth must be consistent with Social Security Administration records. If these values differ from that held by the Social Security Administration, they will not be verified automatically, and they will be required to submit documentation for manual verification.

At the time of inviting a member - if the government ID and social security card name differs, use the name as listed on the social security card.

The identification requirements for National Service Criminal History Check are separate from enrolling in the National Service Trust.

Member Invitation: Important Things to Consider



Member Invitation

 Tue 5/22/2018 11:19 AM
myamericorps@americorps.gov
My AmeriCorps Enrollment

To Stone, James R.

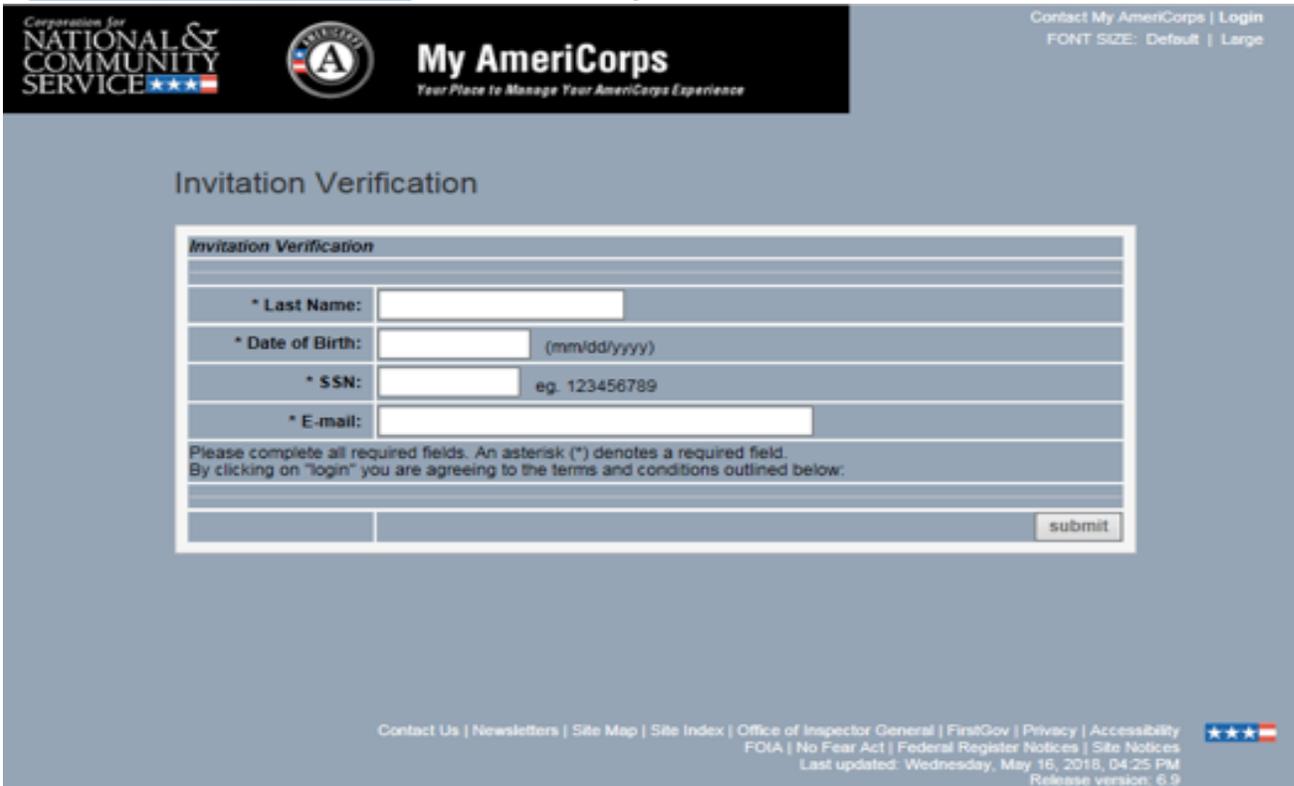
Dear Jim Stone:
Thank you for applying to serve on AmeriCorps City Year Baton Rouge program. Please do not reply to this message. If you have any questions or need further assistance, please visit <http://uatmy.americorps.gov/mp/member/validateInvitation.do?id=7430> or contact the help desk at 1-800-942-2677.

Copy of the email invitation that a member will receive, including the link to enroll (it might look like spam/junk so have members lookout for an email from myamericorps@americorps.gov)

The link in the email connects to the **MyAmeriCorps Portal** where the member's identity will be verified. Please stress to members it is a secure site and that the information that they enter must be accurate with no errors.

Hyphens, spaces, multiple middle or last names are examples of common errors between what is entered and what is on the government issued ID. ***NOTE:** middle names are not required. If you use a middle name, be sure the member enters the same information.

The link will be broken if the program resends or deletes the invitation.



Invitation Verification

*** Last Name:**

*** Date of Birth:** (mm/dd/yyyy)

*** SSN:** eg. 123456789

*** E-mail:**

Please complete all required fields. An asterisk (*) denotes a required field. By clicking on "login" you are agreeing to the terms and conditions outlined below.

Contact Us | Newsletters | Site Map | Site Index | Office of Inspector General | FirstGov | Privacy | Accessibility | FOIA | No Fear Act | Federal Register Notices | Site Notices
Last updated: Wednesday, May 16, 2018, 04:25 PM
Release version: 6.9



Enrollment Form

[Click here for help.](#)

Thank you for verifying your invitation. Please complete your enrollment information below.

Invitation Information

First Name: Jim
Middle Name/Initial:
Last Name: Stone
SSN: ***-**-1999
Date of Birth: 04/04/1944
E-Mail: jstone@cns.gov

Enrollment Information

* Permanent Address Line 1:
Permanent Address Line 2:
* Permanent City:
* State:

* Permanent Zip:
* Permanent Zip Plus:

Permanent Home Phone:
Permanent Work Phone:

To use your mailing address as your permanent address [click here](#)

* Mailing Address Line 1:
Mailing Address Line 2:
* Mailing City:
* Mailing State:

* Mailing Zip Code:
* Mailing Zip Plus:

Mailing Home Phone:
Mailing Work Phone:

CNCS gathers information about sex, race, ethnicity, and other demographic information to ensure opportunities are provided to serve for people of all conditions. This information will be held confidentially, and will solely be used for data analysis to assist us in ensuring we serve all Americans equally. The information you provide will not be used in any way to determine or affect any federal benefit. Your responses are required in order to be enrolled as an AmeriCorps member, but will be kept confidential.

* Sex:
* Citizenship Status:

*Citizens of the US include persons born in Puerto Rico, Guam, the US Virgin Islands, and the Northern Mariana Islands. Nationals of the US include persons born in America Samoa, including Swains Island.

**Generally, you are a Lawful Permanent Resident Alien of the US if you are a US permanent resident with (i) a Permanent Resident Card, INS Form I-551; (ii) an Alien Registration Receipt Card, INS Form I-551, (iii) a passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or (iv) an I-94 indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. NOTE: A student visa does not confer eligibility to enroll in an AmeriCorps program.

*** You are an asylee if you have a Form I-94 with asylum granted stamp; form I-766 with Category "A5", "A05", or "A-5"; or an Order of the Immigration Judge granting asylum.

* What is the highest level of education you have completed?:

All Honorably Discharged veterans qualify for Nomination for the Presidents Volunteer Service Award.

- I am a veteran
- I am an active duty member of the U.S. Armed Forces
- I am a member of the National Guard or Reserve Component
- I am an immediate family member of a veteran

* What is your military, veteran, or family member status? (Check all that apply):

If members incorrectly list the 4-digit postal code after the first 5-digit code their enrollment may be held up.

You may want to give members a heads up they will have to select a sex from the dropdown.

Once the member clicks **save information** to submit the form the eligibility verification process is initiated.

* What is your military, veteran, or family member status? (Check all that apply):
 I am an immediate family member of a veteran
 I am an immediate family member of an active duty member of the U.S. Armed Forces
 I am an immediate family member of a National Guard Member or Reservist
 I am not in the military, a veteran or a family member of someone in the U.S. Armed Forces

* Are you registered to Vote?:

* Which of the following categories best describes your racial origin? (Check all that apply):
 American Indian or Alaska Native
 Asian or Asian American
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
 Other

* Which of the following options best describes your ethnic origin?:

- Article (online, newspaper, or magazine)
- Advertisement in a newspaper/magazine
- Guidance counselor/teacher
- Parent/relative
- Current or former AmeriCorps Member
- Friend
- TV commercial
- Radio commercial
- AmeriCorps recruiter/representative
- Received information in the mail
- AmeriCorps program poster
- Other. Please specify
- Recruitment brochure
- College Resource Fair
- Facebook ad or on Facebook in general
- Twitter
- Other social media platform. Please specify:
- AmeriCorps online recruitment system
- Job search Web page
- State Service Commission

How did you hear about this program? (Check all that apply):
 Other. Please specify

login Information Below
Desired User Name:
* Password:
Confirm Password:

ing and willful false statement on this form can be punished by one or more of the following: a
both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs,
may receive as a result of my enrollment or other actions authorized by the Civil Fraud
3801-3812.

cancel

save information



Confirming SSN & Citizenship

Verification Status Types

OPEN: individual has been invited to participate in a program but has not yet created/updated and saved the information in the MyAmeriCorps Portal

PENDING: individual's name, SSN, and DOB have been sent to SSA for verification and are awaiting results

VERIFIED: individual's SSN/Citizenship eligibility has been automatically verified by SSA

RETURNED: individual was not verified automatically by SSA; document submission is required to prove eligibility

MANUALLY VERIFIED: individual's SSN/citizenship eligibility has been verified by CNCS based on submitted documentation

CANNOT BE VERIFIED: individual has been proven not to be eligible with respect to SSN or citizenship. If a program believes this status is incorrect, they can email ASNAdministrativeReview@cns.gov



SSN & Citizenship Verification

- Once the member saves the information in the enrollment form, the citizenship eligibility verification process is initiated and the Portal submits the record to the Social Security Administration (SSA).
- SSA checks the member's citizenship status and SSN validity
- Within 3 business days (sometimes sooner), the record indicates "Verified" or if not verified, "Returned" for both the SSN and Citizenship Status
- **Both the SSN and citizenship status must be noted as "Verified" or "Manually Verified" in the Portal for the member to be enrolled**

SSN Status: Verified - 07/03/2019
Citizenship Status: Verified - 07/03/2019

SSN Status: Verified - 07/08/2019
Citizenship Status: Returned



Manual Verification – SSN & Citizenship Status

- **If a member is not automatically verified by SSA, the program (the person noted in eGrants as the grantee administrator) will receive an email notification that the member’s status is returned and indicate that additional documentation must be submitted**
 - Citizenship verification: see [45 CFR 2522.200\(c\)](#)
 - SSN Verification: social security card and/or name change documentation (ex. Marriage certificate, court order, etc)
- **The Program must request a Secure File Link from CNCS National Service Hotline and submit the necessary documents**



Requesting a Secure File Link

- Go to <https://questions.nationalservice.gov> to request helpdesk ticket(s) – reach out immediately with any problems. We recommend requesting a helpdesk ticket via email (for every issue) and then following up immediately with a call or online chat and reference your ticket number – try to acquire documentation and keep record of any helpdesk interactions.
- Programs may need to follow up with the helpdesk daily as their member start date approaches – be sure to note with the helpdesk staff person that your program’s start date is approaching
- When requesting a secure file link try to anticipate the number of member files you will need to upload and ask for a link that will accommodate that number of member files
- Take a screenshot to document that the file upload is complete
- Be in communication with your AmeriCorps Program Officer during this entire process and especially if you encounter any challenges.



Requesting a Secure File Link

Corporation for NATIONAL & COMMUNITY SERVICE

National Service Hotline

Contact Us: 1-800-942-2677
[Live Chat](#)

Answers | Ask a Question to WebForm | About | Provide Feedback

Submit a question to our support team.

DO NOT SUBMIT QUESTIONS FOR THE FOLLOWING ISSUES. For security reasons, instead please call the National Service Hotline, 1-800-942-2677, to have these issues addressed:

- Password Reset
- Account Balances
- Application Status
- Check Trace Requests
- Payment Status
- Voucher Requests
- Updates to your account

Top 5 Answers

- [What is FEMA Corps?](#)
- [How are applications submitted and what are the requirements?](#)
- [How do I submit a grant application?](#)
- [How do I submit a paper application?](#)
- [How does the AmeriCorps Education Award process work?](#)

[General Question](#) | [eGrants Question](#) | [My AmeriCorps Question](#)

Announcements

Dec 18, 2018 is the close for all education award/interest payments. Payments to resume on 1/3/19.

Hours of Operations:

9:00 a.m. to 7:00 p.m. EST, Monday through Friday, during the months of January, May, June, July, August, and September.
For the months of February, March, April, October, November and December, normal hours of operations are:

Monday through Thursday: 9:00 a.m. to 7:00 p.m. EST. Friday: Closed

The hotline is closed on all federal holidays.

The National Service Hotline can provide answers for:

General inquiries:

- About the Corporation for National & Community Service

Do not include Social Security Number or Date of Birth.

First Name *

Last Name *

Email Address *

Subject *

Question *

Attach Documents

Choose File No file chosen

Submit



Manual Verification – SSN & Citizenship Status

- If the submitted documentation is sufficient to verify eligibility, CNCS will update the record to “Manually Verified” within 3 business days. Programs will **not** receive email notification of the change of status to “Verified” so you **must check eGrants regularly for the updated status.**
- If additional documentation is not sufficient or is not legible, the program will be notified by email. **This will delay the manual verification process.**
- **Some members may require more than one round of manual verification and the entire process has taken as many as 2-3 weeks in extreme cases.**

Questions





Completing the Enrollment Form

Go to the **S&N Workbasket** to check on the status of AmeriCorps Invitations.

eGRANTS

Workbasket

Pending Applications | **Pending Invitations** | Pending Enrollments | Group Enrollments | Status Change Requests | Pending Exits

Click here for help.
results 1 Through 10

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Next | Last
Your search returned 84 results.

Member	Program	Date Invited	Program Year	
Zac				Delete? Resend?
Ron				Delete? Resend?
Jer				Delete? Resend?
Eliz				Delete? Resend?
And				Delete? Resend?
Hea				Delete? Resend?
Rob				Delete? Resend?
Tho				Delete? Resend?
Abi				Delete? Resend?
Cait				Delete? Resend?

If a person appears in the **“Pending Invitations”** basket, they have not completed the enrollment form. You should contact the member and ask them if they received the email.

You can resend the invitation.



Completing the Enrollment Form

eGRANTS

Welcome Meredith

Workbasket

Pending Applications | Pending Invitations | **Pending Enrollments** | Group Enrollments | Status Change Requests | Pending Exits

Click here for help.
Results 1 Through 10

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | [Next](#) | [Last](#) | [+10](#)
Your search returned 262 results.

Name	Program	Program Year	Role	Date Submitted	Request Type	Member Enrollment Status	
ALEX							
Saray							Delete?
Jacob							Delete?
Santa							Delete?
Antor							Delete?
Kyara							Delete?
Maka							Delete?
Robe							Delete?

Once a member has completed the emailed eGrants invitation, their name will appear in the **“Pending Enrollments”** basket.

From there, click on their name and complete the enrollment form.



SSN, Citizenship, and Criminal History Verification

Before a member may be enrolled into the National Service Trust they must have: 1) their SSN and Citizenship status be in a Verified or Manually Verified status; 2) a completed National Sex Offender Public Website check (NSOPW.gov); and, 3) the program initiated state of service and state of residence checks and FBI check, as appropriate, required for this individual.

SSN Status: Verified - 07/05/2019

Citizenship Status: Verified - 07/05/2019

NSOPW check: I certify that I have conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting) for this individual.

Katie Koski - 07/18/2019 ?

State of Residence, State of Service, and FBI check initiation: I certify that I have initiated the state of service and state of residence checks and FBI check, as appropriate, required for this individual.

Katie Koski - 07/18/2019 ?

* Please click "save information" after clicking the certification checkboxes in this section.

Placement Information

A member's start date may not be earlier than any of the following: the date you receive confirmation that the member's SSN is correct, the date you receive confirmation of a member's citizenship eligibility, the certification date for completion of the NSOPW, the certification date for the state of service/residence and/or FBI check initiation. In addition, you have eight (8) days from the member's start date to certify the member's enrollment.

* Start Date:

* Program Year: 2019 ▼

* Program Title:

Service Location: Select ▼

* Slot Type: ?

* I, **KKOSKI**, certify this form as of **07/18/2019**. ?

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

Member Enrollment Form



Completing the Enrollment Form – Verification Status

- Section IV. C of the [2020 AmeriCorps State Specific Terms & Conditions](#) (pg.6)
- **Enrollment of selected members:**
 - Programs must enter applicants into the eGrants Portal prior to their first day of service and in sufficient time to ensure that the future member is citizenship eligible. Program Staff must also certify that the future member’s required NSOPW was run, reviewed and approved as well as the FBI/State of Residence (as applicable) criminal history checks are initiated no later than the first day of service.
 - Applicants will not be permitted to enroll in the program prior to those steps occurring. Enrollment must be completed no later than 8 calendar days from the member’s start date.



Completing the Enrollment Form – Verification Status

- Programs cannot enroll a member **until the member's SSN & citizenship status is verified or manually verified**
- The Portal will not allow programs to list a member's start date earlier than the member's verification dates.
- We encourage you to check the eGrants Portal multiple times a day when completing the enrollment process.

SSN, Citizenship, and Criminal History Verification

Before a member may be enrolled into the National Service Trust they must have: 1) their SSN and Citizenship status be in a Verified or Manually Verified status; 2) a completed National Sex Offender Public Website check (NSOPW.gov); and, 3) the program initiated state of service and state of residence checks and FBI check, as appropriate, required for this individual.

SSN Status: Verified - 07/03/2019

Citizenship Status: Verified - 07/03/2019



Manually Verified Eligibility – Citizenship Records

- If a member's eligibility must be manually verified, **programs must retain copies of the eligibility documents** submitted through secure file link in the member's file.
- This can be found in Section IX. B of the [2020 AmeriCorps State Specific Terms & Conditions](#) (pg. 21)



Completing the Enrollment Form – Criminal History Check Verification

- NSOPW completion and FBI check initiation must be certified by checking the relevant boxes on the enrollment form **no later** than the member's start date
- We recommend checking the CHC enrollment form boxes as soon as the NSOPW is complete and the others are initiated – no later than 24 hours before the member's start date
- Be sure to click **save information** after checking the CHC boxes
- There will be a **timestamp** listed after the CHC boxes have been checked and saved

NSOPW check: <input type="checkbox"/>	I certify that I have conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting) for this individual. Katie Koski - 07/10/2019 ?	←
State of Residence, State of Service, and FBI check initiation: <input type="checkbox"/>	I certify that I have initiated the state of service and state of residence checks and FBI check, as appropriate, required for this individual. Katie Koski - 07/10/2019 ?	←

* Please click "save information" after clicking the certification checkboxes in this section.



Completing the Enrollment Form – final step!

Placement Information

A member's start date may not be earlier than any of the following: the date you receive confirmation that the member's SSN is correct, the date you receive confirmation of a member's citizenship eligibility, the certification date for completion of the NSOPW, the certification date for the state of service/residence and/or FBI check initiation. In addition, you have eight (8) days from the member's start date to certify the member's enrollment.

* Start Date:

* Program Year:

* Program Title:

Service Location:

* Slot Type:

* I, KKOSKI, certify this form as of 07/18/2019.

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.



- After the first day of service/the member attends the first day of orientation...
- Enter the member placement information on the enrollment form including the start date, program year, program title (program name), service location and slot type (Full-time, Half-time, etc.)
- Once all the information has been entered correctly, the **enroll member** button will become active
- Programs have 8 calendar days (including the member's first day of service) to click **enroll member** and finalize the enrollment process



Caution: Enrolling a Member Who Previously Served with AmeriCorps

If a member has served one or more AmeriCorps terms, they will exceed the limit of the equivalent of two full-time education awards and **the member will need to acknowledge partial or no education award.**

- After clicking "enroll" program staff will see this note for members who need to perform this acknowledgment

- Additionally, Member Enrollment Status will indicate pending partial award acknowledgement. **THE MEMBER ENROLLMENT IS NOT COMPLETE**

The screenshot shows the eGRANTS system interface. On the left is a navigation menu with items like 'Trainees Profile', 'Search Potential Applicants', and 'Manage Members'. The main content area has a 'Please note:' box with the text: 'An email notification was sent to member applicant to acknowledge partial award.' Below this are buttons for 'Pending Applications', 'Pending Invitations', 'Pending Enrollments', 'Status Change Requests', and 'Pending Exits'. A table below shows search results with columns: Name, Program, Program Year, Role, Date Submitted, Request Type, Member Enrollment Status, and Delete?. One row is visible with '2016' in the Program Year column, '04/22/2019' in the Date Submitted column, 'invitation' in the Request Type column, and 'Pending Partial Award Acknowledgment' in the Member Enrollment Status column. A red box highlights the 'Member Enrollment Status' column header and the specific status in the row. Red arrows point from the text on the left to the 'Please note' box and the highlighted status in the table.



- Ask the member to look out for the email and complete the acknowledgement ASAP
- If they fail to accept the acknowledgement it WILL DELAY their enrollment and may push back their start date.

-----Original Message-----

From: myamericorps@americorps.gov <myamericorps@americorps.gov>

Sent: M Email sample with redacted information.

To: [REDACTED]

Subject: Segal AmeriCorps Partial Education Award Acceptance Notice

PLEASE DO NOT REPLY TO THIS MESSAGE

Dear [REDACTED]

This e-mail is to notify that you are currently in the process of being enrolled in the National Service Trust.

You have already received the value of 1.17 education awards. By law, the maximum value of education awards that you may receive is the value of two full-time awards (2.0). Based upon the value of education awards you have already received, upon successful completion of this term of service you will be eligible to receive a partial education award with a value of 0.83, award which is equal to \$4933.33.

If you wish to participate in this term of service upon completion of which you will receive a partial education award, please click on the link below which will take you to AmeriCorps website. Log into your account and click on the "Enrollment Form" link on the left hand side.

<http://uatmy.americorps.gov/mp>

Once on the enrollment form, go to the button on the page to accept/decline the partial award.

Please do not reply to this message. If you have any questions or have further assistance, please submit a help request via https://edscncs--tst.custhelp.com/app/ask_mac or contact the help desk at 1-800-942-2677.



Sample Partial Education Award
Acknowledgement Email!



Partial Education Award Acknowledgement

At the end of the member's enrollment form, the member will be asked to check if they accept or decline a partial education award.

Partial Award Acknowledgment

I Accept, I wish to enroll in a term of service, and understand that upon successful completion of this term, I will receive a partial education award

I Decline, I do NOT wish to enroll in a term of service, and understand that upon successful completion of this term, I will receive a partial education award

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

cancel save information

Once this information is saved, the member enrollment status in eGrants will be updated to "Partial Award Acknowledged."

Name	Program	Program Year	Role	Date Submitted	Request Type	Member Enrollment Status	
[REDACTED]	[REDACTED]	2018		04/22/2019	invitation	Partial Award Acknowledged	Delete?

The program can then return to the member enrollment form and take the "enroll" action. **ONLY THEN IS THE MEMBER ENROLLMENT COMPLETE.**

cancel save information **enroll member** → Click the "Enroll" button in eGrants to enroll the member

What To Do If the Enroll Button Isn't Active



•Check the member's SSN and citizenship verification status

- Both statuses must be “verified” or “manually verified”
- Verification dates must be on or before the entered start date



•Check the criminal history check certifications

- Both boxes must be checked
- Certification dates must be on or (preferably) before the entered start date



•Check the entered start date

If you are past the 8 day (7 days after start date) window to enroll the enroll button will not be active.



- If all of the previously mentioned steps are complete and you **still cannot enroll the member, then contact your Program Officer and submit a ticket to the eGrants helpdesk.** If commission contacts CNCS before end of 8 day enrollment period it is more likely to be successfully resolved.

Questions





OnCorps Enrollment – MUCH EASIER!

On task. On time. Online.

HOME TOOLS ▾ MANAGE RECORDS ▾ REPORTING ▾ FINANCIALS ▾ TIME TRACKING ▾ DIRECTORIES

Home

To add notifications
Select a Notification

Welcome Meredith

IMPORTANT: eGrants has a scheduled outage Saturday, A

Required Financial Report: Your 1st Periodic Expense Rep

REMINDER: Budget Changes under 10% of total project c

Program Directors: The Ohio Commission on Service and Volunteerism is proud to support progra

Member Position Descriptions
Program Information
Program Directors
Service Sites
Site Supervisors
Members

Members
Prospective Members
Import Members
Delete Member Records

Go to the **Manage Records** tab and select **Members** → **Members**

Click **Add New AmeriCorps member**

HOME TOOLS ▾ MANAGE RECORDS ▾ REPORTING ▾ FINANCIALS ▾ TIME TRACKING ▾ DIRECTORIES ▾ CALL

Home > Manage Records > Members > Members

Members

Member Records

Add a New AmeriCorps Member

Assigned Members

Search by first name, last name, or service site.

Search List All



Demographic Information

* First Name:

* Email:

* Address:

* City:

* State:

* Phone: Ext.

Cell:

* Birth Date:
(eg; 04/25/1982)

Ethnicity:

Education Level:

Major:

* Last Name:

NSP ID:

Address 2:

County:

* Zip: -

Fax:

Gender: Male Female

Race:

Education Degree?: Yes No

Years of post secondary education:

- You must complete all the information with a red asterisk*
- NOTE: Zip +4!
- Any additional information is optional
- You must also indicate the member's Status as **Enrolled**

Did this member qualify for Segal Education Award: Yes No

Emergency Contact Information

Emergency Contact Name:

Emergency Contact Home Phone:

Emergency Contact Cell Phone:

Emergency Contact Relationship:

Emergency Contact Work Phone:

Account Information

Status:

* Accompaniment Required?:

Hide AmeriCorps Member?:

* Slot Type:

Category: N/A

Supported By Cost Share: N/A

- Select One
- Select One
- Enrolled**
- Exited- Cause
- Exited- Compelling Personal Circumstances
- Exited- Successfully Completed



Questions





Orientation

- Team building
- Agency/program overview
 - Visits from leadership & other staff
- Training calendar/events
- Important deadlines
 - Payroll schedule
 - Timesheet due dates
 - Other reports
- Review MSA & position description
- Benefits of service ([OSTC 4.10](#))
 - Living Allowance
 - Health Insurance/Childcare
 - Member Assistance Program/Agency EAP
 - Professional Development
 - Education Award!
- **Program Officer Visit** – virtual this program year

Orientation – Program Officer Participation

Items ServeOhio will Discuss:

- Program Officer Introduction & Role
- Overview of National Service
- Overview of CNCS Programs (AmeriCorps, SeniorCorps, VISTA, NCCC)
- Overview of ServeOhio
- ServeOhio Portfolio
- Benefits of Service (living allowance, loan forbearance, health/childcare, Ed Award)
 - Professional Development Opportunities (Justice Talking, LeaderCorps)
- Prohibited Activities – why they are in place
- Member Service Agreement & Position Description
 - Communication strategies in your program
- Reporting – OnCorps, timesheet schedule
- How to make the best of your service year!



Orientation

- Will your orientation be in-person or virtual?
- Will your orientation be multiple days?
 - Take Breaks, or complete mini sessions over the span of a few days
 - Provide engagement opportunities every 8-10 minutes
 - Polls, raise hand feature, quiz, games, etc.





Team Meetings & Training Members

- Team meetings help members feel engaged during their service and it's a great way to keep everyone posted about events, training and upcoming service opportunities
- Meeting Frequency?
 - Weekly, biweekly, or monthly meetings?
- Host regular training opportunities for members
 - Facilitated by AmeriCorps staff, Agency Staff, Outside Experts
 - In person or Virtual Training
- Revisit orientation materials through out the year
 - Prohibited Activities – election season
 - Winter “slump” – good to review goals for the program, review member data and show them everything they have accomplished at the ½ way mark!

Questions





Timesheets

- [OSTC 4.7](#)
- Monitor timesheets to ensure completion and on target
 - This is an accurate count for members to know where they stand
 - You ensure they are completing meaningful service & it is accurate
 - OnCorps Year to Date Feature
- Communicate: Inform your Program Officer if Timesheets are late
 - Program Officers will conduct time sheet audits throughout the year to ensure members are on track, timesheets are consistently approved



OnCorps – Timesheet Setup

A screenshot of the OnCorps website's navigation menu. The menu is a dark teal bar with white text and dropdown arrows. The 'TOOLS' dropdown is open, showing a list of options. The 'Timesheet Set Up' option is highlighted in a light grey box, and a hand cursor is pointing at it. The background of the page is white and contains various text elements, including a welcome message and several important notices.

HOME TOOLS ▾ MANAGE RECORDS ▾ REPORTING ▾ FINANCIALS ▾ TIME TRACKING ▾ DIRECTORIES

Home

To add new content to this page, click on the 'Add New' button. Select a content type from the list below.

Administrative Tools

Modules

Website and Resource Page

Program and Year Toggle

Notifications and Reminders

Supervisor Toggle

Export Data

Copy Program Records

User Permissions

Email Notification On/Off

Timesheet Set Up

Welcome Meredith

IMPORTANT: eGrants has a scheduled outage on September 18, 2019. Please plan your enrollment process accordingly.

Required Financial Report: Your 1st Periodic Report for the 2019 grant year is due 10/15/2019 for the reporting period.

REMINDER: Budget Changes under 10% of total project costs may not require a budget modification; see the Ohio AmeriCorps & National Service Trust Grant Management Manual for more information.

Timesheet Setup



- There are three timesheet options
- Standard, Enhanced (time in/out), Enhanced (total hours)

Format Preferences Categories Dates View Sample

Select a timesheet format:

A. Standard

B. Enhanced (Time In/Out)

C. Enhanced (Total Hours)

- You may select whichever style fits your program; **standard** is the most popular

- Members enter total hours served in each category and sub-category
- Customize up to 4 subcategories each under Service and Training Categories
- Optional description field for each day
- System totals hours by day and by timesheet period
- Our most accessible and mobile-friendly option

- Create up to 20 subcategories for any main category
- Option to track TIME OFF categories (PTO, Lunch, Vacation, etc.)
- Exclude any subcategories from counting toward total time served
- Track time by service site or project
- Allows for up to the minute, five minute or 15 minute interval time tracking

- Create up to 20 subcategories for any main category
- Option to track TIME OFF categories (PTO, Lunch, Vacation, etc.)
- Exclude any subcategories from counting toward total time served
- Track time by service site or project
- Enter total hours for each line item

Select Standard

Select B. Enhanced (Time In/Out)

Select C. Enhanced (Total Hours)

Save and Next



OnCorps – Timesheet Setup

Note: Under the **Help** tab there are resources and tutorials to help with timesheet set up

Program Director Tutorials



General System Overview and Setup	
Getting Started (PDF)	View
NEW Timesheet Setup (PDF)	View
Classic VISTA Timesheet Setup (PDF)	View
VISTA Program Setup (GoToWebinar Recording, 40:27)	View
Program Director Training #1 - Program Setup (GoToWebinar Recording, 1:09:42)	View
Program Director Training #2 - Timesheet Setup (GoToWebinar Recording, 1:04:53)	View
Program Director Training #3 - Financials and Reports (GoToWebinar Recording, 1:54:56)	View
Home Page and Tools (PDF)	View
Setting up User Permissions (GoToWebinar Recording, 4:57)	View
Manage Records (PDF)	View
Member Position Descriptions (Download at outside site, MP4, 141.98 MB)	Download



Additional Resources!

- [Creating a Service Opportunity Listing](#) (PPT from CNCS)
- [Requirements for Service Opportunity Listings](#) (CNCS Website)
- ServeOhio [Program Management Resources](#) Page has member enrollment resources, templates, sample documents, training and more!
- For National Service Criminal History Check resources, visit the CNCS [Knowledge Network](#) ***Including the required NSCHC Training***

Questions





Next Session: 12:30pm!

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