

2020-2021 Terms & Conditions Highlights

Day Three – Part II

July 15, 2020

2020 CNCS General

III. L.1. Public Notice of Non-discrimination

- “This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information and military service.”
- Sample language provided.

2020 CNCS AmeriCorps Specific

- Section IV.B. – Added the Application and Other Fees section.
- Section IV.C. – Re-titled the section from pre-enrollment of selected member to enrollment of selected members. Added enrollment must be completed no later than 8 calendar days from the member's start date.
- Section IV.H. – Added programs must exit members before being re-enrolled in another term of service.

2020 CNCS AmeriCorps Specific

- Section V.B. – Added the start date in the Portal is the effective date of the service agreement.
- Section V.C. – Added Census Activities and Election and Polling Activities to the list of prohibited activities.
- Section V.C. – Added when possible for posting a list of prohibited activities.

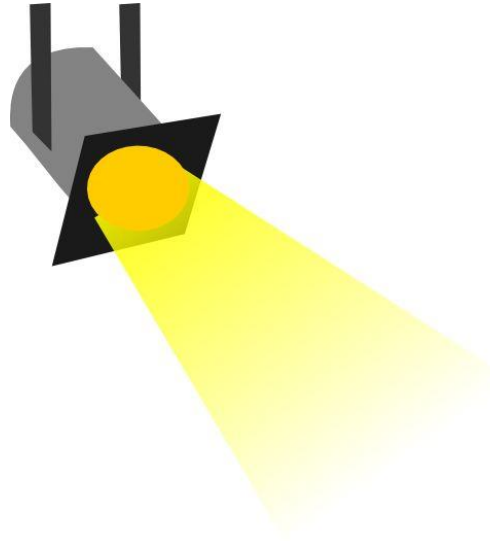
2020 CNCS AmeriCorps Specific

- Section V.E. – Added the section on Teleservice.
- Section V.F. – Added the section on AmeriCorps members as Team Leaders.
- Section V.I. – Added the section on Jury Duty.
- Section VI.C.1. – Added healthcare or childcare costs are not available for less than full-time members unless serving in a full-time capacity.

2020 CNCS AmeriCorps Specific

- Section VII. – Added Compelling Personal Circumstances for Pregnancy/Childbirth.
- Section VIII.C.5 – Added Unemployment Insurance.
- Section VIII.E. – Added the section on Temporary Leave, HealthCare, and Benefits.
- Section XVI – Added CARES act language for fixed amount grants with members affected by COVID-19.

2020-2021 Ohio AmeriCorps Supplementary Terms & Conditions



Highlights!

OSTC – Section 1

- 1.3

ServeOhio Communication Guide
updated: found on the [ServeOhio website](https://www.ServeOhio.org).



ServeOhio 2020-21

AmeriCorps Communications Guide

OSTC - Section 1

- 1.5

Updated: Ohio AmeriCorps [Grievance Procedure](#)

OSTC - Section 1

- 1.6

National Days of Service – can include a day that aligns with program objectives and/or organization’s mission.

OSTC – Section 1

- 1.10: Notice of Required Member Activation

“At the request of ServeOhio, I understand that I may be required to respond to a Notice of Required Member Activation and that my service activities may be reassigned and/or deployed in preparation, response and/or recovery to a state or national declared disaster and/or emergency, state or local public health concern, or at the request of ServeOhio or the Governor of Ohio.”

A member’s signature or initials are required next to this language: MSA

OSTC – Section 1

- 1.10.1

A program may submit a Notice of Required Member Activation waiver to ServeOhio. The waiver must include details as to why the program should be exempt due to member service activities, program timeline, service locations or other program constraints. Unless approved in writing, programs are not exempt from this requirement and must respond the Notice.

OSTC – Section 1

- 1.11

ServeOhio does not allow programs to start members on the same day the grant period begins due to member enrollment requirements. Programs must plan for all members to start after the first day of their grant period.

OSTC – Section 2

- 2.1

[Calendar and Training dates on website](#)

Regional Conferences

- 2.3

Justice Talking will be virtual

- 2.4

LeaderCorps update to be provided

OSTC – Section 3

- Sub-grantees are responsible for reviewing and adhering to the National Service Criminal History Check requirements located in statute [42 U.S.C. § 12645g](#) and supplemented by regulatory requirements at [45 CFR §§ 2540.200-2540.207](#). Additional resources can be found on the [CNCS website](#). Sub-grantees should contact the AmeriCorps Program Officer for questions regarding this requirements as there could be a cost disallowance for failure to adhere to the regulations.

OSTC – Section 3

- 3.1.2

As of January 1, 2020, CNCS issued [Pre-Approved Alternate Search Procedures](#) (ASP) that sub-grantee can use to comply with the NSCHC requirements without additional approval in writing from CNCS.

One ASP indicates that 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.

OSTC – Section 3

- 3.1.3

The Pre-Approved Alternate Search Procedures (ASP) allow the use of approved vendors Truescreen and Fieldprint for NSOPW, State of Service/Residence and FBI checks. If sub-grantee chooses to use Truescreen and Fieldprint, follow the [User Manual](#) on how to correctly run and adjudicate the checks and can be found on the [CNCS website](#).

OSTC – Section 3

- 3.4

AmeriCorps program staff must document review of NSOPW, FBI check and state of residence 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

ServeOhio requires **at least 2 program staff and/or individuals in the legal applicant organization** to review and sign the NSOPW for every member and staff in a covered position after the NSOPW is completed.

Go to the Website

OSTC – Section 3

- 3.5

The Corporation for National and Community Service has 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.

- 3.5.1

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.

- 3.9

[illegible]

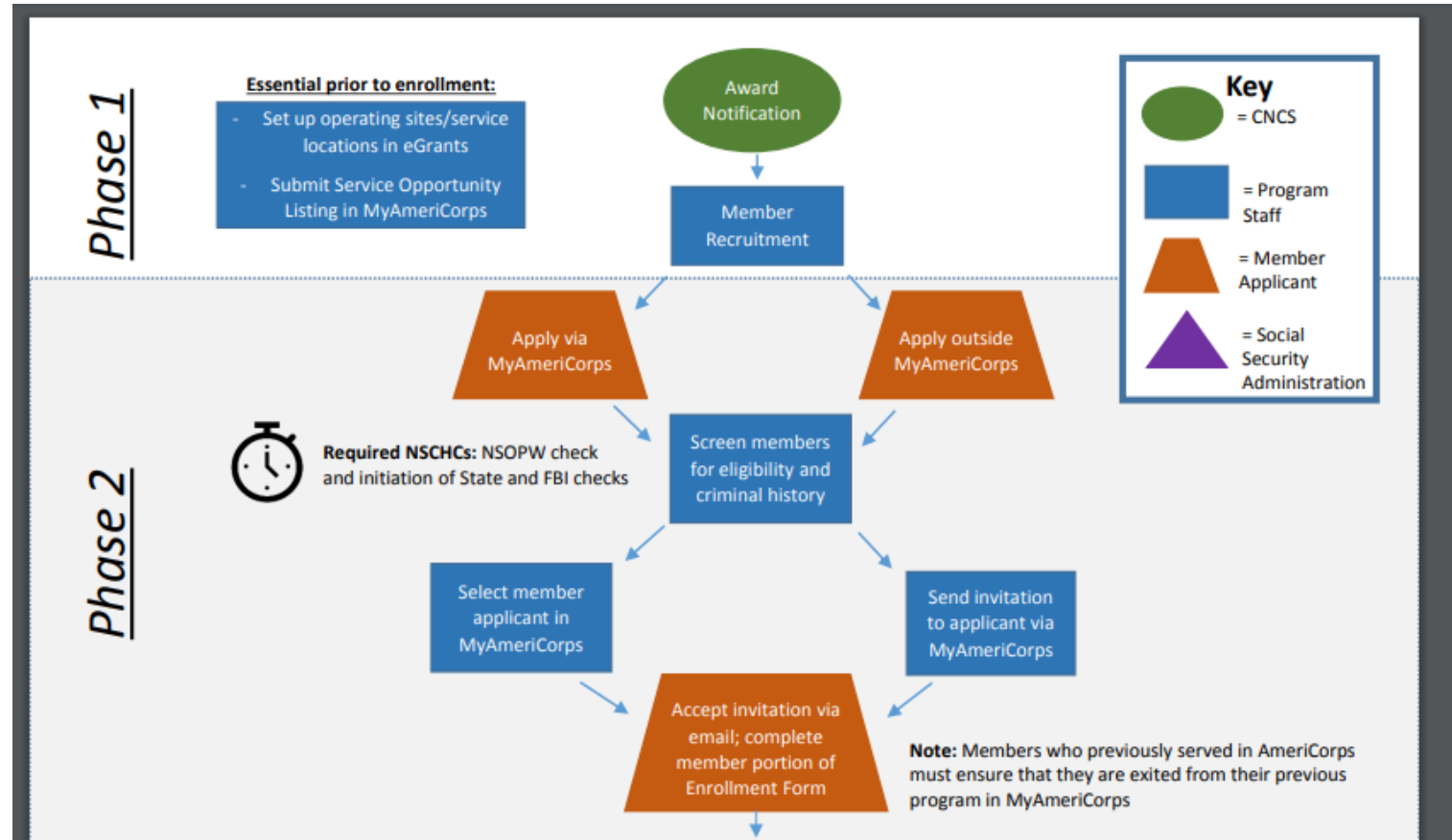
OSTC – Section 4

- 4.2

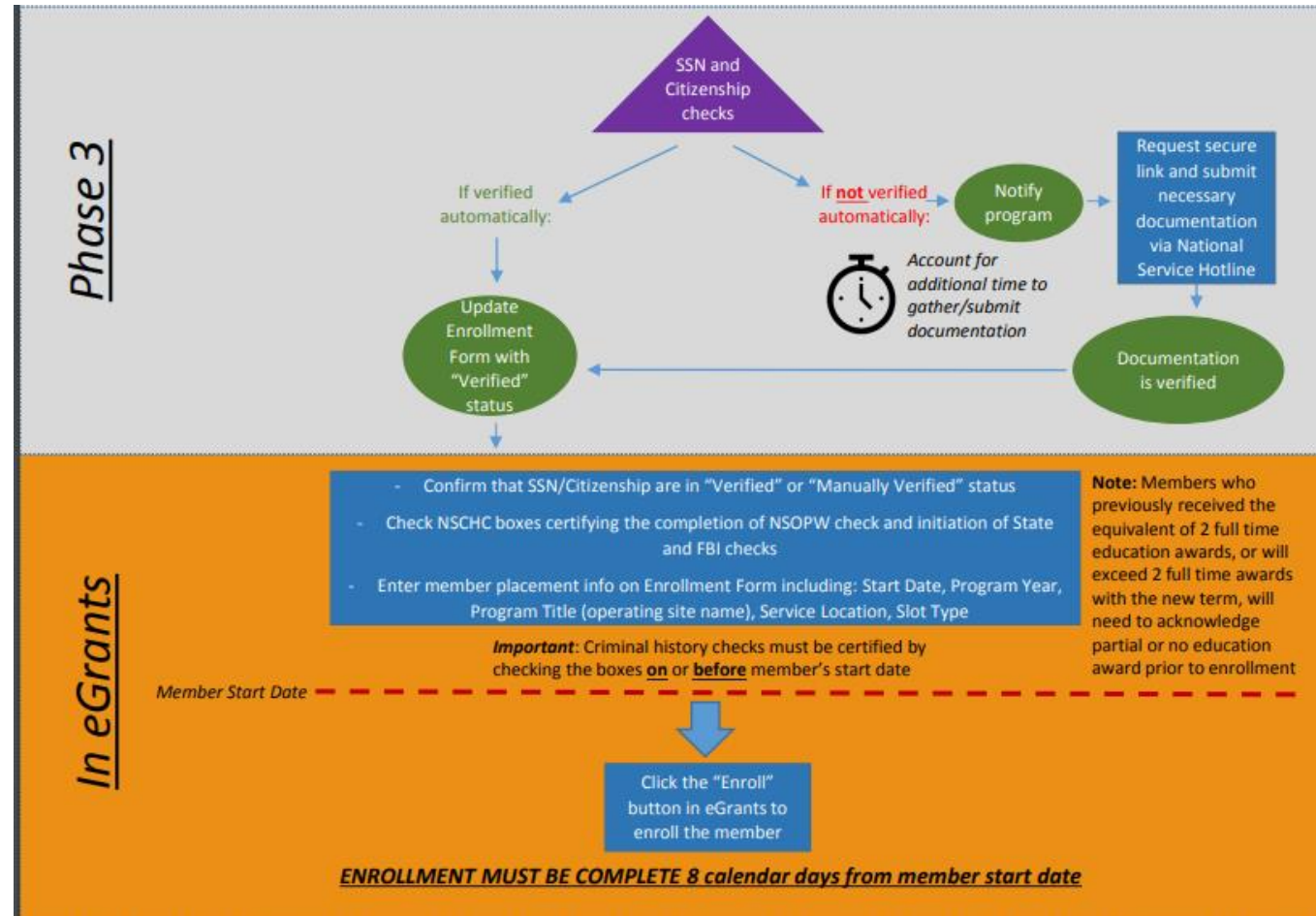
Enrollment – Must initiate enrollment in eGrants portal prior to member start date. Must verify citizenship status and social security number before member shows up the first day of service.



OSTC – Section 4



OSTC – Section 4



OSTC – Section 4

- 4.3

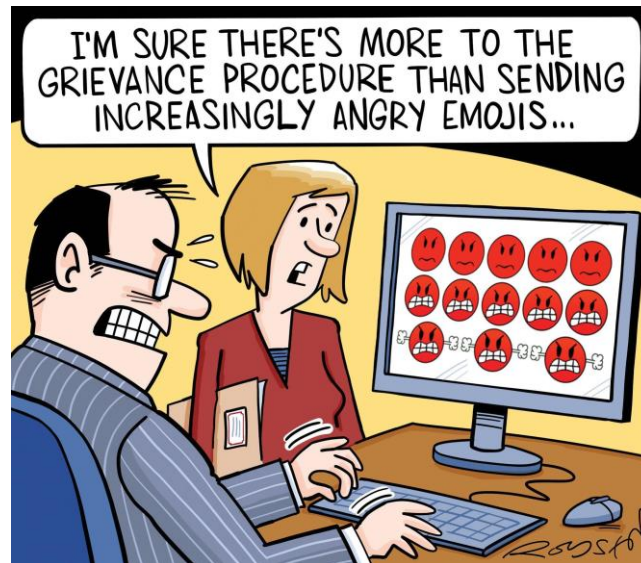
AmeriCorps Members must sign their Member Service Agreement (MSA) **before or on** the first day of service.



OSTC – Section 4

- 4.3.1

Updated [Ohio AmeriCorps Grievance Procedure](#) (OAGP)



OSTC – Section 4

- 4.3.4

Member Service Agreement (MSA) Addition:

See OSTC 1.10 for required language regarding Notice of Required Member Activation. Member initials are required next to this section.

New Template

OSTC – Section 4

- 4.7.4

Teleservice: programs must abide by the ServeOhio Teleservice guidance found on the [ServeOhio Website](#) and AmeriCorps Terms and Conditions Section V.E. Programs should be aware that their Directors and Site Supervisors may be subject to legal sanctions for erroneously certifying that AmeriCorps Members have valid service hours for time claimed in teleservice. In addition, there are legal and financial penalties for knowingly submitting false claims to the government. All programs must provide their Teleservice Policy with their program self-assessment for review and approval from ServeOhio.

OSTC – Section 5

- 24% Match Waiver for 2020-2021
 - [CNCS COVID-19 FAQ](#) for AmeriCorps State and National #24
- Review the [Financial Management Resources](#)
- Training for fiscal staff is forthcoming

OSTC – Section 6

- Grantee Progress Reports schedule:
 - Mid-Year Reports are due 2/12/21 for activities that occurred from the start of your program year through 1/31/2021;
 - End of Year Reports are due no later than 9/10/21 for the period of 2/1/21 through the end of your program year or 8/31/21
 - If needed, End of Year Extension Reports will be due 12/10/21 for the period from 9/1/21 through 11/30/21. These deadlines may be revised by the Director of AmeriCorps.

OSTC – Section 6

- Submit Performance Measures no later than September 30
- Guidance is forthcoming

OSTC – Section 7

- 7.3.4

Due to the COVID-19 pandemic, ServeOhio will consider evaluation plan extension requests for formula programs on a case-by-case basis for the 2020-2021 program year. An extension request must be provided to the Director of AmeriCorps no later than December 31, 2020.

Focus On: Teleservice Policy

- [CNCS AmeriCorps Specific Terms and Conditions](#)
 - V.E.
- [Ohio AC Supplementary Terms and Conditions](#)
 - 4.7.4
- [Teleservice Guidance](#)

Focus On: Teleservice

- Approval from ServeOhio
- Create a policy to guide members and their activities

Teleservice is appropriate only when the activities can be meaningfully supervised, and the hours verified independently. If a program determines that teleservice is appropriate in unique situations and for a small number of service hours, it must establish a policy that addresses the following:

1. Written authorization of teleservice in advance to ServeOhio
2. Expectations of communication requirements between supervisors and teleserving members
3. Mitigation of the increased risk of time and attendance abuse
4. Appropriate supervision including validation of the activities to be performed, and
5. Verification of hours claimed.

Focus On: Teleservice Policy

- [COVID-19 FAQ's: AmeriCorps State and National Program Questions](#)

6. Do you anticipate a change to the teleservice policy for AmeriCorps State and National members? If a site were to close for more than 2 days within a pay period, are members allowed to teleserve for more than those 2 days?

CNCS considers the COVID-19-related challenges facing AmeriCorps State and National grantees to be a rare and unique circumstance where programs might increasingly employ teleservice when it is appropriate and compatible for achieving program objectives.

AmeriCorps State and National's policy is that teleservice should be rare and thus does not specify a maximum number of days that teleservice is allowed. AmeriCorps State and National does not anticipate changing existing teleservice guidance.

Teleservice and NSCHC

- Teleservice and accompaniment

For individuals who will be teleserving as a result of the COVID-19 pandemic, programs must ensure that communication with vulnerable populations includes accompaniment and should follow the agency policy on virtual accompaniment.

Focus On: Teleservice Policy

- What makes a good teleservice policy?
 - Member communication
 - Examples: daily emails, weekly plans, virtual group calls
 - Verification process
 - Examples: deliverables, plan confirmation, worksheets
 - Pre-determined options
 - Examples: activities, learning platforms

Teleservice Examples

Reasonable Teleservice activities:

- 🕒 Curriculum—writing new curriculum, updating existing curriculum, planning themes/outlines for future curriculum, signing out animals for programs.
- 🕒 San Diego Zoo Global Academy online courses—submit any earned certificates in the end of day email.
- 🕒 Recorded webinars/training materials without certificates like Antioch Conservation Psychology webinars for example, will require a short, written reflection.
- 🕒 Professional Development opportunities with other Zoo Departments to network, learn and develop skills for a future in the Zoo/informal education/conservation field. Write a summary on what you learned and the professional value you took from the experience.
- 🕒 Emails—contacting teachers, recruitment, following up with zoo staff, keeping up with communications in real time, etc.
- 🕒 Data—analyzing surveys, compiling data reports, submitting Great Story reports, timesheets, etc.
- 🕒 Other documents: updating training materials, program handbooks, natural history documents, etc.
- 🕒 Meetings—phone or skype meetings with supervisors, staff or other service members to collaborate on projects.

Approved Activity	Details	Validation of Hours Reported	Maximum # of Hours Permitted to Report
Direct Service with Students and Community Members	When possible, Members should incorporate direct service with students and community members while teleserving. These activities include things like phone advising sessions; calling students/parents with reminders and assistance in completing college and career going paperwork(applications, FAFSA, etc.)	Completion of data entry into host sites database for interactions and outcomes achieved; host site supervisors should validate this prior to approving timesheets by performing a data audit.	Varies; service output will be used to determine if time claimed is validated.
Allison Online Course	https://alison.com/certificate-courses Please see "Allison Approved Courses" for specific listing of acceptable courses.	Certificate of Completion; Completion of Feedback Form; host site supervisors should confirm the number of hours claimed are within the allowable range prior to approving timesheets.	Varies by course. Please see Allison Approved Courses tab for maximum number of hours to be claimed by course.

Next Session: 3:00 pm!

