



AmeriCorps

ASN Enrollment Guidance: PowerPoint Slides with Notes

AmeriCorps State and National
November 2022

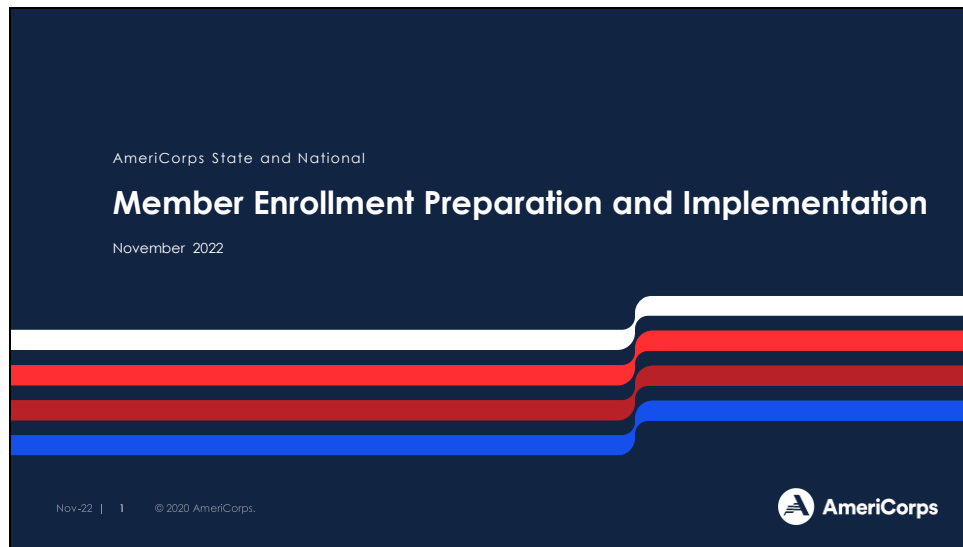
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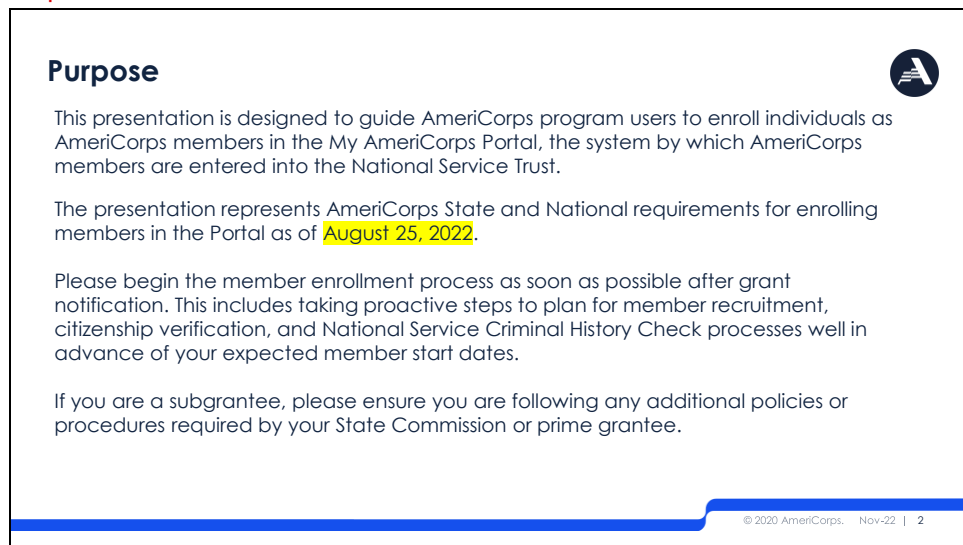


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Slide 1: Introduction



Slide 2: Purpose




This presentation is designed to guide AmeriCorps program users to enroll individuals as AmeriCorps members in the My AmeriCorps Portal, the system by which AmeriCorps members are entered into the National Service Trust. Often, we will just refer to this as 'The Portal.'

The presentation represents AmeriCorps State and National requirements for enrolling members in the Portal as of August 25, 2022.

Please begin the member enrollment process as soon as possible after grant notification. This includes taking proactive steps to plan for member recruitment, citizenship verification, and National Service Criminal History Check processes well in advance of your expected member start dates.

If you are a subgrantee, please ensure you are following any additional policies or procedures required by your State Commission or prime grantee.

Slide 3: Quick Links and Resources



Quick Links and Resources:

References:
Enrollment Preparation and Implementation Resources:

- [Member Enrollment Resources](#)

NSCHC and New Rule Information:

- [General AmeriCorps NSCHC Resource Page](#)
- [Federal Register New Rule \(effective May 1st\) for 45 CFR § 2522 and 45 CFR §2540](#)

[eGrants Login](#)

[My AmeriCorps Portal](#)

[AmeriCorps Hotline](#)

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This slide includes the following quick links for you to reference as you proceed through this training. Our colleagues have put together some great resources on our website to support you in understanding the National Service Criminal History Check (NSCHC) Rule in addition to more general NSCHC resources.

Enrollment Preparation and Implementation Resources:

- [Member Enrollment Resources](#)
- [General AmeriCorps NSCHC Resource Page](#)
- [Federal Register New Rule \(effective May 1st\) for 45 CFR § 2522 and 45 CFR §2540](#)
- [eGrants Login](#)
- [My AmeriCorps Portal](#)
- [AmeriCorps Hotline](#)

Slide 4: Updates - Effective August 25, 2022

Updates: Effective August 25, 2022



- AmeriCorps has instituted eligibility re-checks for all previously manually verified AmeriCorps Alumni that are re-enrolling in either AmeriCorps State and National, AmeriCorps VISTA, or AmeriCorps NCCC to ensure the agency, its programs, and its grantees, subgrantees, and sponsors are all in compliance.

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AmeriCorps, the agency, made a change to the member manual verification process related to a fix that AmeriCorps State and National (ASN), AmeriCorps VISTA, AmeriCorps National Civilian Community Corps (NCCC), and the Office of the National Service Trust executed to ensure that only eligible applicants could serve in national service programs and that only eligible members could receive Education Awards.

This change to enrollment affects AmeriCorps alumni whose citizenship has been previously manually verified. The eligibility to serve for VISTA is broader than it is for AmeriCorps State and National and National Civilian Community Corps' eligibility to serve. Thus, allowing VISTA alums to be enrolled in ASN and/or NCCC on the basis of their previous manual verification without a recheck of their citizenship could result in ineligible applicants being enrolled in ASN and/or NCCC.

This is a compliance concern and one the agency needed to correct. Additionally, citizenship status can change in some of the eligible categories that get flagged for manual verification. ASN and NCCC alums that are re-enrolled in ASN and/or NCCC on the basis of their previous manual verification without a recheck of their citizenship status could result in ineligible applicants being enrolled. Thus, the agency instituted re-checks of all manually verified alums that are re-enrolling in either ASN, VISTA, or NCCC to ensure the agency, its programs, and its grantees, subgrantees, and sponsors are all in compliance. ASN is in the process of updating our member enrollment resources to reflect this change and will notify grantees once those resources are available.

Slide 5: Updates - Effective April 2021

Updates: Effective, April 2021		
Enrollment Parameter	Members enrolled prior to April 29, 2021	Members enrolled after April 29, 2021
Enrollment certification timeline	<ul style="list-style-type: none"> •Certification of member enrollments required within 8 days •Enforced by My AmeriCorps system validations 	<ul style="list-style-type: none"> •Certification of member enrollments required within 8 days •Monitored through annual progress reports rather than My AmeriCorps system validations
National Service Criminal History Checks (NSCHCs)	<ul style="list-style-type: none"> •NSOPW completion and State/FBI check initiation certified by checking two boxes •My AmeriCorps records the date on which the boxes were checked •Recorded date must be on or before member start date •Certification required for all members 	<ul style="list-style-type: none"> •Completion and adjudication of all required checks certified by entering a date in the NSCHC Certification field •My AmeriCorps records the date entered in the field •Recorded date must be before member start date •Certification required for applicants ages 18+ as of the entered start date
Citizenship and SSN verification	SSN and citizenship status must be verified on or before member start date	SSN and citizenship status must be verified on or before member start date
Start date changes	<ul style="list-style-type: none"> •Can be made by grantee staff within the parameters outlined above •Changes outside these parameters require Administrative Review •Will only be considered if a failure in AmeriCorps' technology platform or other circumstances prevent timely enrollment 	<ul style="list-style-type: none"> •Can be made by grantee staff within the parameters outlined above •Changes outside these parameters require Administrative Review •Will only be considered if a failure in AmeriCorps' technology platform or other circumstances prevent timely SSN or citizenship verification

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Notable changes:

- Applicants enrolled after April 29 2021 will have:
 - Enrollment certification within 8 days enforced through annual progress reports rather than the My AmeriCorps system validations
 - Programs must complete and adjudicate all required checks and certify by entering the date in the NSCHC certification field
 - My AmeriCorps will record the date entered in the field rather than the date on which certification boxes were checked
 - The recorded date of NSCHC certification must be before the member start date
 - Certification of the NSCHC is only required for applicants 18+ as of the entered start date

Slide 6: Requirements for All Member Enrollments

Requirements for All Member Enrollments
This includes both Individual and Group Enrollments
<ul style="list-style-type: none"> ✓ Notice of Grant Award has been received ✓ The program's Member Enrollment Period has begun ✓ Service locations are set up in the My AmeriCorps Portal ✓ Slots of the right type are available for all applicants being enrolled ✓ Citizenship and SSN have been verified ✓ National Service Criminal History Checks (NSCHCs) have been completed for applicants ages 18+ ✓ Applicants have been determined to be eligible to serve ✓ Applicants have completed their portion of the enrollment form (including acknowledging a partial Education Award if applicable)

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Before you can enroll an individual, the following things need to happen:

- ✓ Notice of Grant Award has been received
- ✓ The program's Member Enrollment Period has begun
- ✓ Service locations are set up in the My AmeriCorps Portal
- ✓ Slots are available for all applicants being enrolled
- ✓ Citizenship and SSN have been verified
- ✓ National Service Criminal History Checks (NSCHC) has been completed for individuals ages 18 and up
- ✓ Applicants have been determined to be eligible to serve
- ✓ Applicants have completed their portion of the enrollment form (including acknowledging a partial Education Award if applicable)

In this presentation we will look at each of these steps in detail.

Slide 7: Notice of Grant Award

Notice of Grant Award

- Following the grant application review process, successful programs receive a Notice of Grant Award (NGA) prior to the requested start date in their grant
- Programs cannot take the necessary steps in the My AmeriCorps Portal until the NGA is received
- Grantees access NGA via eGrants; subgrantees are notified by their State Commission

	New	12/27/2016	Awarded	
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Select a Report

- Aggregate Budget (Summary) Report
- Aggregate Budget Narrative
- Application for Federal Assistance
- Funding Summary Chart
- Notice of Grant Award
- Organization IDCR History
- Organization/People Report
- Program Summary Chart
- Subsidiary Budget Narrative


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Following the grant application review process, successful programs receive a Notice of Grant Award. Email notifications of grant awards go out each Spring. National Direct and Tribal Grantees, along with our State Commissions will receive their Notices of Grant Award prior to the requested start date in their grant. Notices of Grant Award can be accessed via eGrants.

Subgrantees will experience a different process of notification depending on your prime grantee or state commission's procedures for award notification.

Slide 8: Notice of Grant Award (Direct Grantees and State Commissions)

Notice of Grant Award (Direct Grantees and State Commissions)



AmeriCorps National Grantee

Award Information

Agreement No. [REDACTED] Performance Period: 07/01/2017 - 06/30/2020
 Solicitation No. 4 Budget Period: 07/01/2017 - 06/30/2020
 CFDA No.: 94.006 Grant Year: 1

Grant ID ← [REDACTED]

Award Description
 This award funds the approved 2017-18 AmeriCorps National Direct program. No member may enroll prior to the approved start date of the member enrollment period. Your 2017-18 regulatory match is 25% and your budgetary match is 60%. CNCS will monitor your regulatory and budgetary matches upon submission of your financial reports.

Purpose
 The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. 12501 et seq.).

Year 1	Previously Awarded This Year	This Award Amount	Total Current Year	Member Education Awards as of the Amendment		
				W/Incentive	W/Out Incentive	W/Out Incentive
Total Obligated by CNCS	\$0	\$148,875	\$148,875	Full Time (1760 hours)	0	0
Member's Unfilled Balance (Current)	\$0	\$0	\$0	1-Year Half Time (900 hours)	0	0
				2-Year Half Time (1800 hours)	0	0
Total Available	\$0	\$148,875	\$148,875	Reduced Half Time (975 hours)	0	0
				Quarter Time (450 hours)	0	0
				Minimum Time (100 hours)	0	0
				1-Minute Service Year (2017 Awards)	0	0

Cumulative Funding for Project Period

Total Awarded in Previous Amendments: \$0
 Total CNCS Funds Awarded to Date: \$148,875

Funding Source and Amount

2017-OPE1-F11-OPD-25000-4101: \$148,875.00

Special Conditions
 The grantee must release the following items to the Program Officer for review and approval before members will be allowed to:

Project and Budget Periods (NOT the same as member enrollment period, which may start later and/or end earlier)

Awarded funds and member positions

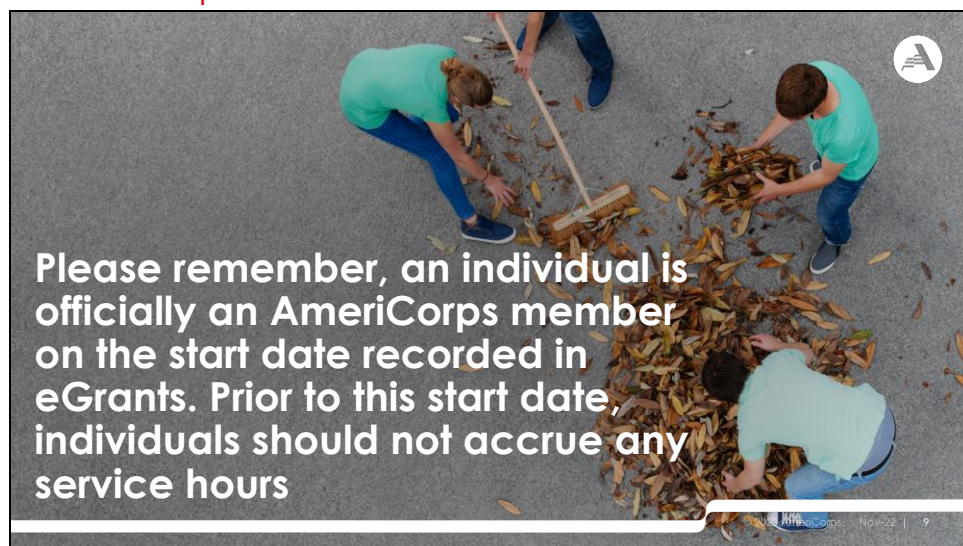
Special conditions on the award (including subgrantee-specific special conditions)

We wanted to provide Direct grantees and State Commissions with a reference of what the Notice of Grant Award looks like.

It is important to note that the Grant ID, project, and budget periods, awarded funds, member positions, and any special conditions on the grant can be found in this document.

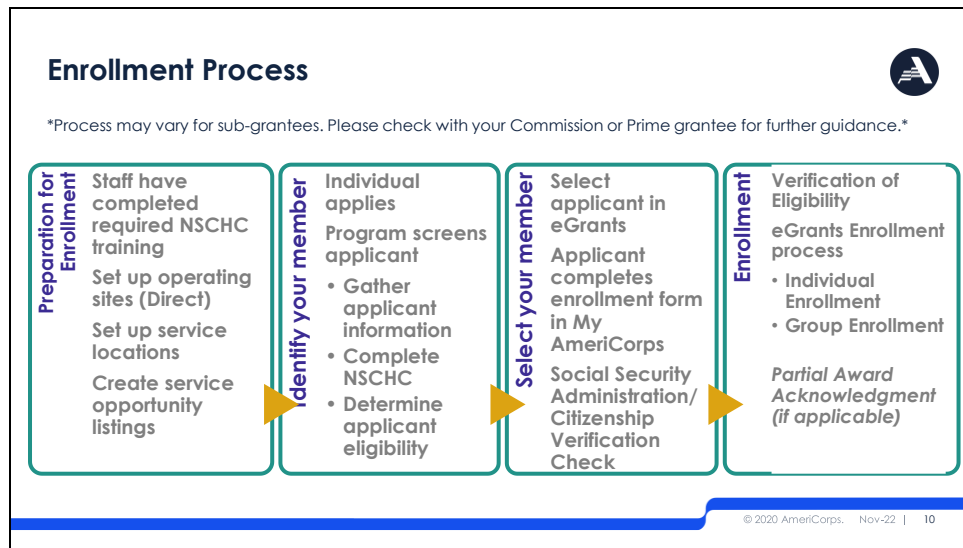
The Notice of Grant Award, along with your approved grant application, define the parameters of your grant. Please review this information carefully and ensure you understand all components including special conditions, which may specify actions you may take before enrolling members. If you believe anything on the Notice of Grant Award to be incorrect, please contact your Portfolio Manager.

Slide 9: Start Date Importance



Please remember, an individual is officially an AmeriCorps member on the start date recorded in eGrants. Prior to this start date, applicants should not accrue any service hours.

Slide 10: Enrollment Process



Here we have outlined the enrollment process for grantees. We recognize that as individual grantees, you may have additional steps within this process. This is just an attempt to outline the basic steps, and requirements that are involved in how to get an applicant to be an AmeriCorps member.

The first box provides steps a program needs to complete prior to selecting an applicant for service. The first step is to ensure program staff have completed the National Service Criminal History Check Required Training. The next three steps occur in the eGrants portal and include setting up operating sites which applies only to National Direct programs; set up service locations; and create service opportunity listings.

The second box outlines steps programs need to take to identify potential applicants. First, applicants need to apply to the service position you are looking to fill. Second, the program needs to go through its process to gather applicant information in order to complete the National Service Criminal History Check and determine eligibility.

The third box encompasses steps around selecting your member. First, we will walk through the steps on how to select an applicant in eGrants, and then outline the process the applicant takes to be enrolled in AmeriCorps which will trigger the last step- Social Security Administration Check. This will verify the member's Social Security number as well as their citizenship status.

Reminder-As of August 25, 2022, any AmeriCorps alum who had previously been manually verified in the Portal, including any members returning for a consecutive term, will need to be re-verified for eligibility. Please plan your enrollment processes accordingly to accommodate for this extra step.

Finally, this presentation will walk you through the steps on how to enroll a member. Once eligibility is verified, you will be able to go into the eGrants enrollment screens to officially move your applicant, to member status. For those applicants who have served before, there

may be an additional step of acknowledging a partial education award which we have also covered.

At the end of this PowerPoint, we will also provide you with some additional information regarding member enrollment to for your reference so you can continue to reference this document for all things- Enrollment!

Slide 11: Preparation for Enrollment

Preparation for Enrollment

- Staff have completed required NSCHC training
- Set up operating sites (Direct)
- Set up service locations
- Create service opportunity listings

Link to NSCHC required annual training: <https://www.americorps.gov/grantees-sponsors/history-check>

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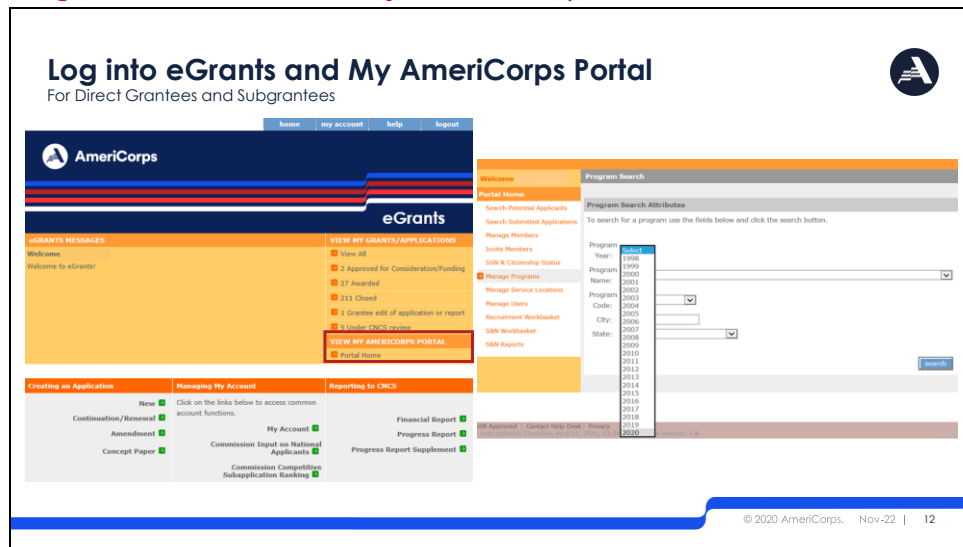
Before you begin the enrollment process, there are a couple of preparation steps that need to occur.

- **Staff have completed required NSCHC training**
- **Set up operating sites (Direct)**
- **Set up service locations**
- **Create service opportunity listings**

The National Service Criminal History Check training course is required for AmeriCorps grantees and subgrantees annually. You must complete the course each year before the day your certificate from the previous year expires. Grantees and subgrantees must maintain copies of dated completion certificates for each grant year.

The next three bullet points will be addressed in the following slides.

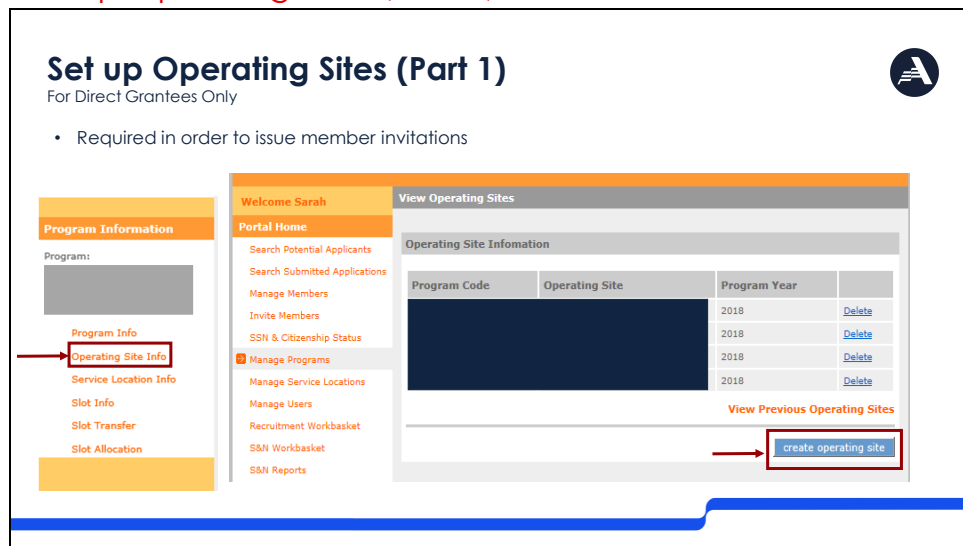
Slide 12: Log into eGrants and My AmeriCorps Portal



Here are some screenshots on what you will see once you log into eGrants. Click on Portal Home to access the links we will be using throughout the enrollment preparation and implementation process.

You can search and view your program specific information by selecting 'manage programs.'

Slide 13: Set Up Operating Sites (Part 1)



Setting up operating sites in the portal is an additional step for Direct grantees that state and subgrantees do not need to complete.

This step is required before direct grantees can issue invitations. As you can see, when in the portal the program must go into "manage programs", search for and open the program for which you need an operating site, click on operating site info on the left-hand side and click the link on the bottom right of your screen to set up an operating site.

If applicant invitations and Service Opportunity Listings are not associated with the correct operating site, it may complicate the enrollment steps later in the process.

Slide 14: Set Up Operating Sites (Part 2)

Set up Operating Sites (Part 2)
Direct Grantees Only

Welcome
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
SN Workbasket
SN Reports
VISTA Workbasket
Sponsor Verification
VISTA Reports
Program Information

Create Operating Site

Operating Site Information

Program Year: 2020
Program: Create New
*Operating Site Name:
*Contact Name:
*Street Address 1:
Street Address 2:
*City:
*State:
*Zip: -
*Contact E-mail:
Contact Phone:
*Enrollment Period: 09/01/2020 - 08/31/2021

cancel save

Complete all fields and click "save"

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When you click 'Create Operating Site,' this is the screen you will see. Complete all fields and click save to set up a new operating site.

Slide 15: Set Up Service Locations in eGrants

Set up Service Locations in eGrants

Welcome Sarah
Portal Home
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
SSN & Citizenship Status
Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
SN Workbasket
SN Reports
Program Information
Program:
Program Info
Service Location Info

View Service Locations

Service Location Results

To search for a service location use the fields below and click the search button.

Results 1 Through 10
1 | 2 | 3 | 4 Next Last
Your search returned 32 results.

Name	City	State	Zip
	PHILADELPHIA	PA	19125-3321
	PHILADELPHIA	PA	19132-1834
	PHILADELPHIA	PA	19128-3824
	PHILADELPHIA	PA	19121-1801
	PHILADELPHIA	PA	19145-4816
	PHILADELPHIA	PA	19142-1638
	PHILADELPHIA	PA	19140-2302
	PHILADELPHIA	PA	19140-2725
	PHILADELPHIA	PA	19143-5012
	PHILADELPHIA	PA	19128-3794

create

Click to create new service locations

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All programs must set up service locations in the portal, as this is what applicants will be assigned to.

Here, we have provided a quick snapshot for you to know where to access service locations in the portal.

Slide 16: Set Up Service Locations

Set up Service Locations

Welcome Dorothy | Edit Service Location

Service Location Information

Please fill out all required(*) fields.
Click here for help.

Is this a K-12 school? yes no

NCES School ID: Go Press "Go" to search for the NCES School ID.

Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

Program: [AmeriCorps Program](#)

Program Year: 2020

* Status:

* Service Location Name:

Contact Name:

Contact Email:

* Street Address1:

Street Address2:

* City:

* State:

* Zip:

cancel save

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From the previous slide, when you click 'create' this is the next screen you will see. To create a new service location, complete all required Applications fields and click 'save.'

Slide 17: Service Opportunity Listings

Service Opportunity Listings

- Grantees are required to post all available member service opportunities in the [My AmeriCorps Portal](#)
- [Service Opportunity Listing Resources](#) include a PowerPoint step-by-step, outline requirements, and provide a template for programs
- Grantees may also use other recruitment strategies in addition to the My AmeriCorps platform

eGRANTS

Welcome Dorothy | Recruitment Workbasket

Trainee Profile | 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
129948	Super Awesome Corp	SN	06/05/2018	Washington	Pending	view/edit
37584	Literacy Volunteers of Illinois, VOCAL AmeriCorps	SN	06/01/2010	Chicago	Approved	view/edit
46032	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
57304	Literacy Volunteers of Illinois - VOCAL	SN	09/01/2013	Chicago	Approved	view/edit
68831	Literacy Volunteers of Illinois - VOCAL AmeriCorps	SN	02/10/2016	Chicago	Approved	view/edit

To create a new Service Opportunity Listing

To modify an existing Service Opportunity Listing

17

Prior to enrollment, programs need to submit a service opportunity listing in My AmeriCorps.

Per Agency policy, all grantees are required to post available member service opportunities in the My AmeriCorps Portal. We included a link to the Service Opportunity Listing Resources on our website that includes PowerPoint step-by-step instructions, an outline of our requirements, and a template for you to use.

Here is what this step looks like in the eGrants portal. Grantees may create new service listings by clicking the box indicated. Or, if you are a previous grantee, you may modify an existing listing. Grantees may use a variety or combination of strategies for recruitment based on your program model and needs.

Slide 18: Identify Your Member

Identify your member

- Individual applies
- Program screens applicant
 - Gather applicant information
 - Complete NSCHC
 - Determine applicant eligibility

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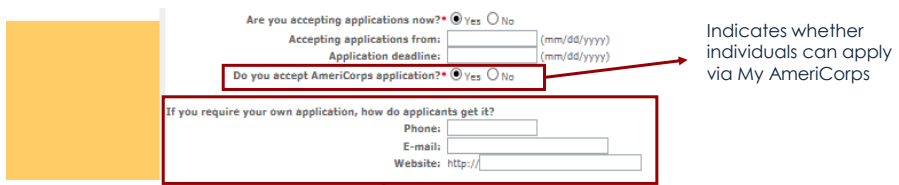
Our second box in the enrollment process focuses on identifying an applicant to serve with your program. In order to find members, they must first apply to the positions you are seeking to fill. We will walk through two processes for applicants to take.

The second portion of this section focuses on applicant screening. Each program has its own process and policies around how to screen applicants to make sure you have the best individual to serve with your program. We will cover just the basics you need to ensure you have the appropriate information needed to complete the National Service Criminal History check and to determine member eligibility.

Slide 19: Receiving Applications

Receiving Applications

- Programs can set up their Service Opportunity Listings to allow applicant to apply inside and/or outside of My AmeriCorps:



Indicates whether individuals can apply via My AmeriCorps

Programs that do not accept applications via My AmeriCorps must develop their own process to receive applications and select applicants

As mentioned, applicants may apply to an AmeriCorps programs either through the My AmeriCorps portal, or outside My AmeriCorps.


When you are creating your Service Opportunity Listings as noted in the steps prior to enrollment, you will have the opportunity to indicate whether an applicant can apply via My AmeriCorps to your program. For programs who select yes, applicants may apply via the My AmeriCorps Portal.

If you choose no, this is because your program has its own recruitment process external to My AmeriCorps. If this is the case, you will be asked to provide details about where applicants can receive information to apply to your program in your service opportunity listing as shown here.

Slide 20: Applicant Screening

Applicant Screening

- All applicants are required to be screened for eligibility and criminal history. Programs may vary in their process and policy regarding how they conduct applicant screening
- Programs should build in as much time as possible to complete the National Service Criminal History Check (NSCHC) and determine eligibility
- Applicants must have their eligibility verified before they can start service



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All applicants are required to be screened for eligibility and criminal history. Programs may vary in their process and policy regarding how they conduct applicant screening.

Programs should build in as much time as possible to complete the NSCHC and determine eligibility.

Applicants must have their eligibility verified before they can start service.

Slide 21: Gather Applicant Information

Gather Applicant Information



- In order to be enrolled in eGrants and the National Service Trust, programs need to gather information that is consistent with the Social Security Administration Records. This includes:
 - Applicant Name
 - Social Security Number
 - Date of Birth
- Additional Recommendations for information gathering
 - Citizen Verification Documents (e.g. birth certificate, passport, certificate of citizenship, green card, etc.)
 - Contact information (phone, email, address, etc.)

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In order to be enrolled in eGrants and the National Service Trust, programs need to gather applicant information that is consistent with the Social Security Administration Records. This includes:


- Applicant Name
- Social Security Number
- Date of Birth

Additional Recommendations for information gathering

- Citizen Verification Documents (e.g. birth certificate, passport, certificate of citizenship, green card, etc.)
- Contact information (phone, email, address, etc.)

Slide 22: National Service Criminal History Check (NSCHC)

National Service Criminal History Check (NSCHC)



- AmeriCorps State and National grantees must conduct National Service Criminal History Checks for AmeriCorps applicants ages 18+
- Three checks are required for individuals to comply with NSCHC requirements:
 - A nationwide check of the National Sex Offender Public Website through [NSOPW.gov](https://www.nsopw.gov)
 - A check of the State criminal history record repository or agency-designed alternative for the individual's state of residence and state of service
 - A fingerprint-based check of the FBI criminal history record database through the state criminal history record repository or agency-approved vendor

45 CFR § 2540.205(a) The National Service Criminal History Check must be conducted, reviewed, and an eligibility determination made by the grant recipient or subrecipient based on the results of the National Service Criminal History Check *before* a person begins to work or serve in a position specified in 45 CFR § 2540.201(a).

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AmeriCorps State and National grantees who receive an operational grant must conduct National Service Criminal History Checks for AmeriCorps applicants ages 18+.

Subgrantees should reach out to your prime grantee, or state commission to understand your programs specific requirements regarding NSCHC as what we are discussing here are the basic AmeriCorps requirements.

AmeriCorps recommends using our approved vendors to conduct the National Service Criminal History Checks. These vendors are Truescreen and Fieldprint. Detail on how to utilize these vendors can be found on the NSCHC resource page. AmeriCorps selected these specific vendors to help ensure NSCHC compliance.

Please become familiar with our NSCHC requirements by reviewing our resources that were provided on the previous slide. Failure to conduct timely and compliant National Service Criminal History Checks may delay enrollment and can also result in sometimes significant cost disallowances to your program.

Reference:

§ 540.204

What are the components of a National Service Criminal History Check?

(a) Unless CNCS approves a waiver under § 540.207, for each individual in a position specified in § 540.201, grantees or subgrantees must, obtain:

- (1) A nationwide check of the National Sex Offender Public website through *NSOPW.gov*;
- (2) A check of the State criminal history record repository or agency-designated alternative for the individual's State of residence and State of service; and
- (3) A fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

(b) One way for grant recipients or subrecipients to obtain and document the required components of the National Service History Check is through the use of agency-approved vendors.

By when must the National Service Criminal History Check be completed?

(a) The National Service Criminal History Check must be conducted, reviewed, and an eligibility determination made by the grant recipient or subrecipient based on the results of the National Service Criminal History Check *before* a person begins to work or serve in a position specified in § 540.201(a).

(b) If a person serves consecutive terms of service or employment with the same organization in a position specified in § 540.201(a) and does not have a break in service or employment longer than 180 days, then no additional National Service Criminal History Check is required, as long as the original check complied with the requirements of § 540.204.

If a National Service Criminal History Check was not conducted on a person because they were under the age of 18 at the time they began their prior term(s) of service or employment in a covered position, pursuant to § 540.201

(b), a National Service Criminal History check must be conducted prior to the individual beginning a subsequent term of work or service for which the person is 18 years of age or older at the start of work or service.

(c) Persons working or serving in positions specified in § 540.201(a) prior to May 1, 2021, who continue working or serving in a position specified in § 540.201(a) on or after November 1, 2021, must have a National Service Criminal History Check conducted, reviewed, and an eligibility determination made by the grant recipient or subrecipient based on the results of the National Service Criminal History Check completed in accordance with this part. For these people, the National Service Criminal History Check must be completed no later than November 1, 2021.

Slide 23: Determine Member Eligibility

Determine Member Eligibility

- Programs must conduct a screening of individuals as part of the recruitment and selection process
- Eligibility Requirements: [45 CFR § 2522.200](#)
 - Age
 - An AmeriCorps participant must be at least 17 years of age
 - Have a high school diploma or equivalent (see regulation for additional details)
 - Be a citizen, national, or lawful permanent resident alien of the United States (see regulation for a list of acceptable forms certifying status as a citizen)
 - Satisfy the National Service Criminal History Check eligibility criteria

Failure to conduct timely and compliant NSCHCs and ensure eligibility of an individual may:

- Delay the enrollment process
- Result in cost disallowances

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Programs must conduct a screening of applicants as part of the recruitment and selection process. Failure to conduct timely and compliant NSCHC and eligibility check of an applicant may delay the enrollment process and result in cost disallowances.

You can find the comprehensive list of Eligibility Requirements by clicking the link to review 45 CFR 2522.00 (or reference the notes below). In summary, an AmeriCorps participant must be at least 17 years of age, have a high school diploma or equivalent, be a citizen/national/lawful permanent resident of the United States, and satisfy the NSCHC eligibility criteria.

Reference:

§2522.200 What are the eligibility requirements for an AmeriCorps participant?

(a) *Eligibility.* An AmeriCorps participant must—

(1)(i) Be at least 17 years of age at the commencement of service; or

(ii) Be an out-of-school youth 16 years of age at the commencement of service participating in a program described in §2522.110(b)(3) or (g);

(2)(i) Have a high school diploma or its equivalent; or

(ii) Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or

(iii) Obtain a waiver from the Corporation of the requirements in paragraphs (a)(2)(i) and (a)(2)(ii) of this section based on an independent evaluation secured by the program

demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or

(iv) Be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 (20 U.S.C. 1091);

(3) Be a citizen, national, or lawful permanent resident alien of the United States;

(4) Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.

(b) *Written declaration regarding high school diploma sufficient for enrollment.* For purposes of enrollment, if an individual provides a written declaration under penalty of law that he or she meets the requirements in paragraph (a) of this section relating to high school education, a program need not obtain additional documentation of that fact.

(c) *Primary documentation of status as a U.S. citizen or national.* The following are acceptable forms of certifying status as a U.S. citizen or national:

(1) A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands;

(2) A United States passport;

(3) A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department;

(4) A certificate of birth-foreign service (FS 545) issued by the State Department;

(5) A certification of report of birth (DS-1350) issued by the State Department;

(6) A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or

(7) A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.

(d) *Primary documentation of status as a lawful permanent resident alien of the United States.* The following are acceptable forms of certifying status as a lawful permanent resident alien of the United States:

(1) Permanent Resident Card, INS Form I-551;

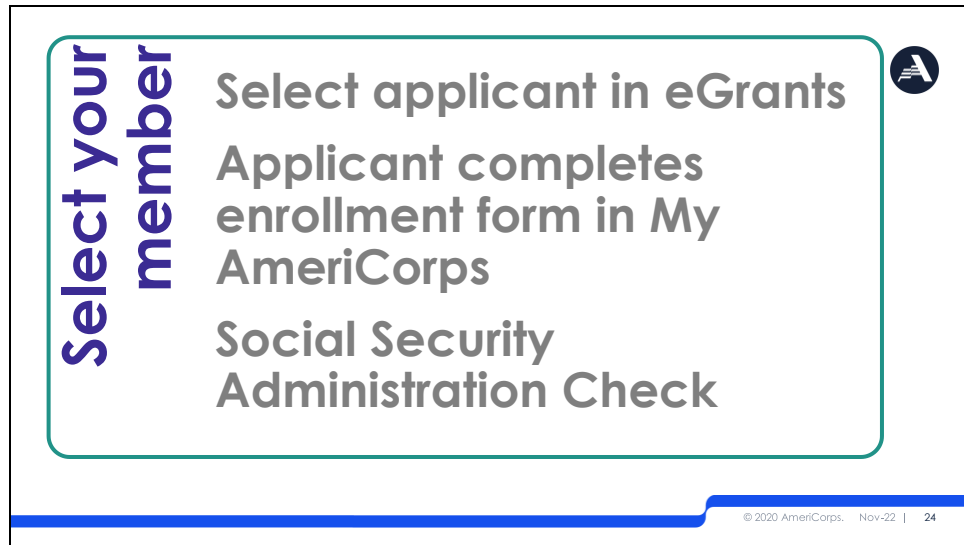
(2) Alien Registration Receipt Card, INS Form I-551;

(3) A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or

(4) A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

(e) *Secondary documentation of citizenship or immigration status.* If primary documentation is not available, the program must obtain written approval from the Corporation that other documentation is sufficient to demonstrate the individual's status as a U.S. citizen, U.S. national, or lawful permanent resident alien.

Slide 24: Select Your Member



Select your member

Select applicant in eGrants

Applicant completes enrollment form in My AmeriCorps

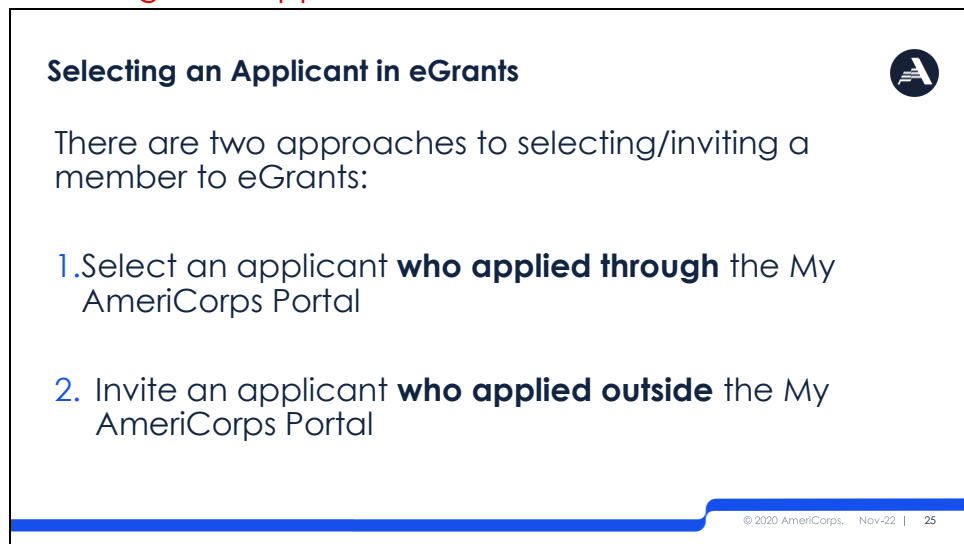
Social Security Administration Check

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This slide features a vertical title 'Select your member' on the left side of a rounded rectangular box. The main content is centered and lists three steps: 'Select applicant in eGrants', 'Applicant completes enrollment form in My AmeriCorps', and 'Social Security Administration Check'. A small circular logo with a stylized 'A' is in the top right corner. A blue footer bar at the bottom contains the text '© 2020 AmeriCorps. Nov-22 | 24'.

In this next section we will focus on the steps to select an applicant to serve with your program. We will walk through how to do this in eGrants, what steps the applicant needs to complete before they can be enrolled and walk through the Social Security Administration check process.

Slide 25: Selecting Your Applicant in eGrants



Selecting an Applicant in eGrants

There are two approaches to selecting/inviting a member to eGrants:

1. Select an applicant **who applied through** the My AmeriCorps Portal
2. Invite an applicant **who applied outside** the My AmeriCorps Portal

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This slide features a title 'Selecting an Applicant in eGrants' at the top left. Below it, the text states 'There are two approaches to selecting/inviting a member to eGrants:' followed by a numbered list of two methods. A small circular logo with a stylized 'A' is in the top right corner. A blue footer bar at the bottom contains the text '© 2020 AmeriCorps. Nov-22 | 25'.

There are two ways to select an applicant in eGrants

- Select an applicant **who applied through** the My AmeriCorps Portal
- Invite an applicant **who applied outside** the My AmeriCorps Portal

The next slide will review these different methods.

Slide 26: Selecting Your Applicant in eGrants – Via My AmeriCorps Application Process

**Selecting your applicant in eGrants:
Via My AmeriCorps Application Process**

• **Via My AmeriCorps application process** →

Click the relevant radio button to select the applicant

Click to submit the selection. The applicant will be notified via email

Complete the certification

submit

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The first way to select an applicant in eGrants is if the member applied to your program via the My AmeriCorps Application process. You would only receive applicants this way if you selected this option on your Service Opportunity Listing.

Following your screening process where you have determined an applicant is eligible to become an AmeriCorps member, you can accept an applicant to serve with your program.

This slide is focused on the first track of accepting an applicant via My AmeriCorps. When you are logged into the eGrants portal you may review applications based on these tabs you see in our slide. The very last tab is "selection" where you will click if you would like to select or reject the applicant for your program. Below you will check the box indicating that you certify prior to enrollment, the applicant will be determined as eligible to serve.

Once you click submit, the applicant will be notified via email. We will show an example of this email in just a moment.

Slide 27: Selecting Your Applicant in eGrants - Via Invitation Process

Selecting your applicant in eGrants: Via Invitation Process

- Inviting an individual in eGrants following program specific recruitment

Notes:

- ✓ If an individual is serving with another program immediately before your program, the applicant must first be exited.
- ✓ Date of birth and SSN must be entered correctly to avoid delays in enrollment

Enter applicant's data. **Important:** make sure this information is entered correctly and matches what is listed on the member's ID and Social Security Card

Click **add another** to send the current invitation and enter another

Click **save** and then **send** to complete the invitation. The applicant will be notified via email

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The other process to select an applicant, is to invite them via eGrants. This process is for applicants who have applied to your position through a process outside of the My AmeriCorps portal.

Your program has gone through its own screening process and has decided to send an invitation to the applicant. In the portal your screen will look similar to this. On the left-hand side, you will select the "invite Members" tab which will allow you to enter the applicants' data. You will also need to select the program year, title, and service location from the drop-down lists.

It is critical to make sure this information is correct. Entering in incorrect date of birth, or SSN could lead to the creation of duplicate accounts that will cause a delay in citizenship and SSN verification and thus delay the member start date.

If you would like to send more than one invitation at a time, click "add another" to send the current invitation and enter another. You may also click just click save and send to complete the individual invitation.

The applicant will be notified via email as shown in the next slide.

Slide 28: Applicant Invitation

The image shows an email titled "Applicant Invitation" from myamericorps@americorps.gov to Jim Stone. The email body contains a link to complete registration and enrollment. Below the email is a screenshot of the My AmeriCorps portal login page, which includes a "Log In" button and a "Forgot your password?" link. A red box highlights the link in the email, and another red box highlights the login page. Text annotations explain that the link connects to the My AmeriCorps Portal for identity verification and that the link will be broken if the program is resended or deleted.

Applicant Invitation

Tue 5/22/2018 1:13 PM
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. Use the following link to complete your registration and enrollment:
<https://myamericorps.gov>
Please do not reply to this message. If you have any questions or need further assistance, please submit a help request via https://zpscna-101.custhelp.com/app/ask_mac or contact the help desk at 1-800-942-2577.

AmeriCorps

Bring out the best of America.

AmeriCorps

AmeriCorps VETS AmeriCorps NCCC

Please contact us for assistance. An identity ID device is required. By clicking on "Log In" you are agreeing to the Terms and Conditions outlined below.

Username:

Password:

Log In

The link in the email connects to the My AmeriCorps Portal where the applicant's identity will be verified.

Ensure applicants understand this is a secure site and the information entered must be accurate and reflect what is on the government issued ID (this includes hyphens, spaces, multiple middle or last names, etc.).

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

When you select an applicant in the My AmeriCorps portal or send an invitation to an applicant who applied outside of the My AmeriCorps portal, they will receive an email notification. The individual will then need to accept the invitation and complete the applicant portion of the enrollment form.

Here is your applicant's view of the invitation that they received either through applying in My AmeriCorps or with your specific program.

In the example on this slide, Jim was lucky enough to be selected to serve with City Year! He is now instructed to complete the registration and enrollment forms by clicking on the link indicated. This will open his My AmeriCorps page where he will be instructed to verify his information to access his enrollment form.

If an applicant did not apply through the My AmeriCorps Portal and was selected through the invitation process, they may need to "Create a Profile" before they can log in and accessing the Enrollment Form.

Slide 29: Member Enrollment Form

Member Enrollment Form

- Per the Grant Terms and Conditions, the Enrollment Form must be completed by the applicant
 - Programs must request a waiver if this is not possible
- To facilitate successful enrollment, individuals who have previously served in AmeriCorps must:
 - Ensure that they have been exited from their previous program by verifying with their previous supervisor or checking their Ed Award status

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Please be aware that the AmeriCorps Terms and Conditions state that the enrollment form must be completed by the applicant. eGrants will not allow programs to complete this step unless you have a waiver.

Throughout your screening process, you may have learned that the applicant has previously served in an AmeriCorps Program. It is a good idea to make sure that the individual has been exited with satisfactory service from their previous position. There are various ways for the individual to do this, including reaching out to their previous supervisor, or checking to see if they have access to their education award as this is only available if the individual has been fully exited.

Slide 30: Applicant Enrollment Form

Applicant Enrollment Form

Form continued...

Once the individual clicks 'save information' to submit the form, the eligibility verification process is initiated.

The screenshot shows a two-page form titled 'Applicant Enrollment Form'. The left page is titled 'Enrollment Form' and contains fields for personal information (Name, Date of Birth, Address, Phone, Email) and program details (Program Name, Start Date, End Date, Location). The right page is titled 'Form continued...' and contains fields for program details (Program Name, Start Date, End Date, Location) and a 'save information' button. A red arrow points to the 'save information' button with the text 'Once the individual clicks 'save information' to submit the form, the eligibility verification process is initiated.'

Here is the enrollment form as the applicant will see it.

Once the individual clicks 'save information' to submit the form, the eligibility verification process is initiated.

Note:

- If an applicant incorrectly lists the 4-digit postal code after the first 5-digit code, their enrollment may be held up
- Once the candidate has completed the enrollment form Their information will move from "Pending Invitations" to "Pending Enrollments".

Slide 31: Applicant Status in eGrants

Applicant Status in eGrants

Applicant information will move through the tabs in the S&N Workbasket as actions are taken in the enrollment process.

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To track the status of an applicant in eGrants, select S&N Workbasket in Portal Home tab. The applicant information will move through each of these tab as the required actions take place.

Selected Applicants from the eGrants system that have been sent an invitation to enroll in the program will be under "Pending Applications."


Invitations you have sent to applicants that applied outside of eGrants will be under "Pending Invitations."

Once an applicant has completed their invitation to enroll, their application will move to "Pending Enrollments."

Slide 32: Important - Quick Action Needed

**IMPORTANT:
Quick Action Needed**

- Applicants should complete enrollment form ASAP
- Form will then move to SSN/citizenship verification
- Enrollment must be complete 8 calendar days from member start date



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It is imperative that applicants are timely in completing the enrollment form once they have been selected in eGrants or invited to AmeriCorps. Applicant completion of this form is just the first of several steps in order to complete member enrollment.

Once the applicant completes and submits the enrollment form, it will move to the Pending Enrollment tab and the applicant's information will be forwarded to the Social Security Administration for SSN and citizenship eligibility verification.

Enrollment must be completed within 8 calendar days from the member start date, so starting this process early and keeping it moving is crucial.

Slide 33: SSN and Citizenship Verification

SSN & Citizenship Verification

- The My AmeriCorps portal submits the record to the Social Security Administration (SSA) as soon as the applicant completes and saves their section of the enrollment form.
- The Social Security Administration will then follow their process to verify the applicant's citizenship status and social security number (SSN).
- Within three business days, My AmeriCorps will be updated with either "Verified" or "Returned" for both the SSN and citizenship status.

Example of a verified applicant SSN Status: Verified - 07/20/2017 Citizenship Status: Verified - 07/20/2017	Example of an applicant who will have to be manually verified SSN Status: Verified - 02/05/2019 Citizenship Status: Returned
--	---

Both the SSN and citizenship status must be noted as "Verified" or "Manually Verified" in My AmeriCorps before the individual can be enrolled.

As previously mentioned, the portal submits the record to the Social Security Administration, or SSA, as soon as the applicant completes and saves their section of the enrollment form.

SSA will then follow their process to verify the applicant's citizenship status and social security number. Within three business days, the portal will be updated with either "verified" or "returned" status. An example is shown here.


Programs will not receive an email if the applicant is automatically verified but will receive a notice if the citizenship and/or SSN status is "returned".

Reminder-As of August 25, 2022, any AmeriCorps alum who had previously been manually verified in the Portal, including any members returning for a consecutive term, will need to be re-verified for eligibility. Please plan your enrollment processes accordingly to accommodate for this extra step.

Slide 34: Manual Verification Steps

Manual Verification Steps

Only required if applicant is not automatically verified



1. The grantee administrator receives an email notification to submit additional documentation via Secure File Transfer for manual verification of the applicant's citizenship or Social Security Number
2. To submit documentation, the program must request a secure file link from the AmeriCorps Hotline (detail on next slide)
3. Program submits additional documentation (refer to [45 CFR 2522.200](#) for documentation guidance)
4. AmeriCorps Hotline forwards submitted documentation to the National Service Trust
5. As of July, 2021, for all SSN and citizenship manual verifications, the Effective Date will be set as the date of the original Returned notification from the Social Security Administration (SSA) or, if later, the date on which the individual's citizenship status became valid.
6. If the submitted documentation **is sufficient** to verify eligibility, the record in eGrants will be updated within 3 business days. This ends the manual verification process
7. If the submitted documentation **is not sufficient** to verify eligibility, the grantee administrator will receive another email notification to submit sufficient eligibility documentation to continue the manual verification process until the documentation is sufficient

As of July, 2021, for all SSN and citizenship manual verifications, the Effective Date will be set as the date of the original Returned notification from the Social Security Administration (SSA) or, if later, the date on which the individual's citizenship status became valid.

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Again, if not automatically verified, programs will receive a notification via email to submit additional documentation.

We have provided a link to our Code of Federal Regulations that outlines what documentation can be gathered to verify citizenship. Additionally, the program may be asked to provide documentation to verify the Social Security Number, which can simply be a copy of the social security card, or documentation that indicates a name change.

To submit this documentation, the program must request a secure file link from the hotline. Additional details will be provided on the next slide.

As of July, 2021, for all SSN and citizenship manual verifications, the Effective Date will be set as the date of the original Returned notification from the Social Security Administration (SSA) or, if later, the date on which the individual's citizenship status became valid.

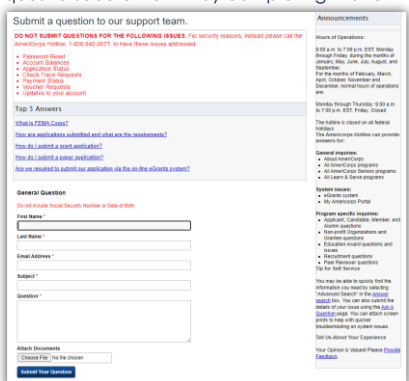
If the documentation is sufficient to verify eligibility, the status will be updated to "Manually Verified." If not, the program will again be notified that documentation was not sufficient and will request this again via email.

Manual verification can take a significant amount of time. Programs must factor this required time into their planning and ensure that they begin the enrollment process sufficiently in advance of the desired start date.

Slide 35: Requesting a Secure File Link

Requesting a Secure File Link

Go to webform: <https://questions.americorps.gov/app/ask> to request helpdesk ticket(s).
Request a secure file link by completing the form (below)



Best practices:

- Indicate that you are a State and National program enrolling applicants and need a Secure File Link to submit SSN/citizenship verification documentation
- If your program has multiple individual cases requiring SSN/citizenship verification at the same time, send these cases under a single ticket
- Document all communication and take screenshots if necessary
- Reach out to your Portfolio Manager if you encounter any challenges

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Here is the form to [request a secure file link from the hotline](#).

We have included a couple of best practices for you to consider when providing additional documentation including what information to include, and if you have multiple documentation requests to include this all-in-one email giving you one single ticket to track. For subgrantees, your prime grantee or state commission can assist you through this process.


Slide 36: Enrollment: Verification of Eligibility

Enrollment

Verification of eligibility eGrants enrollment process

- Individual Enrollment

*Partial award
acknowledgment
(if applicable)*



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The step we have all be working toward- Enrollment. Covered in this next section we will demonstrate how to verify eligibility of your applicant, the process in eGrants you need to take to enroll your applicant, and what to do if you have an applicant who has already served and needs to acknowledge a partial award prior to enrollment.

For guidance on Group Enrollment, please view the ASN Group Enrollment Guidance on the [Member Enrollment Resources](#) page.

Slide 37: Confirming SSN and Citizenship Verification

Confirming SSN & Citizenship Verification

- ✓ Check the applicant SSN and Citizenship status in eGrants- the applicant must be 'Verified' or 'Manually Verified' to continue

Verification Status Types

Open: individual has been invited to participate in a program but has not yet created/updated and saved their My AmeriCorps Portal Profile

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 AmeriCorps 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 submit an appeal to their Portfolio Manager within 30 days of the eligibility decision)

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 - 11/06/2020
Citizenship Status: Verified - 11/06/2020

Note: My AmeriCorps will not allow you to enter an applicant's start date that is earlier than the verification dates

The first step is for program staff is to verify that the applicant's SSN and Citizenship status.

We have provided you in this slide all possible statuses that the applicant may be in and why. The only way to move forward is if they are in "verified" or "manually verified" status.

Slide 38: Completing Individual Member Enrollment Form

Completing Individual Member Enrollment Form

- ✓ Confirm SSN/Citizenship are in "Verified" or "Manually Verified" status
- ✓ Complete the placement information
 - Start date must be **on or after** SSN/citizenship verification dates and **after** NSCHC certification date

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 - 11/06/2020
Citizenship Status: Verified - 11/06/2020

By entering a date into this field, I certify that I or my organization conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting), the state of service and state of residence (if different) checked) required for the individual, and the FBI check required for this individual on or before the date I have entered. This certification is not required for individuals who are under 18 years of age as of the start date recorded in the Portal.

NSCHC Certification: 04/06/2021

* Please click "save information" after entering the date in this section.

Placement Information

A member's start date may not be earlier than the date that the member's SSN and citizenship eligibility are confirmed. For members 18 years and older, the start date must also be later than the date entered in the NSCHC Certification field. Member enrollments should be certified within 8 days of the member's start date.

* Start Date: [dropdown]
* Program Year: [dropdown]
* Program Title: [dropdown]
Service Location: [dropdown]
* Slot Type: [dropdown]

* I, [redacted], certify this form as of 04/08/2021.

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 enroll member

- ✓ If applicant is 18 or older, enter the date the NSCHC was completed and adjudicated.
- ✓ Check the certification box
- ✓ Once all information has been entered correctly, the "enroll member" button will become active

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Steps to complete the enrollment form:

1. Confirm SSN/Citizenship are in "Verified" Or "Manually Verified" status
2. If the applicant will be 18 or older as of the start date entered on the enrollment form, enter the date on or before which the NSCHC was completed and adjudicated. You can enter a date that is in the past. This date can be corrected if needed prior to enrollment; however, once the individual is enrolled, the NSCHC certification date cannot be changed. When you click "Save," the date entered in the box and the name of the certifying individual will appear below the certification statement.
3. Complete the placement information. This includes the start date, program year, program title, service location and slot type. The entered start date needs to be on or after the date of SSN and citizenship verification and after the date of NSCHC certification in order to enroll. You can enter a start date that is in the past as long as it is within the program's enrollment period. However, per AmeriCorps policy, enrollments should be certified within 8 days of the member's start date.
4. Check the certification box to certify the form.

Once you have entered in all information correctly, the "Enroll member" button will become active. All information can be entered ahead of time except the start date and slot type, so if you save information and leave this page, the next time you log on you will have to re-enter this information.

Slide 39: Saving Information in the Enrollment Field

Saving Information in the Enrollment Field

Welcome Sarah | Workbasket

Portal Home

Please note:
The information for the first section of the member enrollment has been saved successfully. To complete the enrollment please choose the member from the Pending Enrollments workbook.

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
Your search returned 96 results.

Name	Program	Program Year	Role	Date Submitted	Request Type	Member Enrollment Status
------	---------	--------------	------	----------------	--------------	--------------------------

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As mentioned, you can enter information ahead of time (except for start date and slot type).

All information can be entered ahead of time except the start date and slot type, if you save information and leave the enrollment page. When you return to complete the applicant enrollment, you will need to re-enter the start date and slot type. Filling in the other information ahead of time may save you some time throughout the process.

Slide 40: Completing Enrollment

Completing Enrollment

Placement Information

A member's start date may not be earlier than the date that the member's SSN and citizenship eligibility are confirmed. For members 18 years and older, the start date must also be later than the date entered in the NSCHC Certification field. Member enrollments should be certified within 8 days of the member's start date.

* Start Date: 11/25/2022

* Program Year: 2022

* Program Title: Washington Association of Child Advocate Programs AmeriCorps*State - Seatac, WA

Service Location: Select

* Slot Type: One Year Half Time (900) [2] w/ Living Allowance

I, JBURNS, certify this form as of 11/08/2022.

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 enroll member

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Reminder that the "Enroll Member" button will be grayed out until all the form fields have been completed, including eligibility certification, and until on or after the entered start date. For example, if a project begins on September 1st and all fields have been completed prior to that date, the program cannot finalize the enrollment until September 1st at the earliest.

Slide 41: Partial Award Acknowledgement (Part 1)

Partial Award Acknowledgement (Part 1)

If an individual will exceed the equivalent amount of two full-time education awards while serving with your program, the applicant will need to acknowledge partial or no education award before they can be enrolled.

When the program attempts to click "enroll" you will see this note for applicants who need to perform a partial award acknowledgement

Additionally, the applicant enrollment status will indicate pending partial award acknowledgement

The member enrollment is not complete

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There is an additional step that a few of you may need to complete. If you click enroll for an applicant who has previously received the equivalent of two full time education awards, or as a result of the slot type that you entered, will now exceed 2 full time slot awards a notice will show up when you click enroll that is highlighted here.

The note indicates that an email notification was sent to the applicant to request acknowledgement of the partial award. You will also see in your pending enrollments workbook that the enrollment status is now in "pending partial award acknowledgement."

Because this applicant has an additional step, the individual is not yet enrolled even though you hit the enroll button. The applicant must follow the next steps before you are able to enroll the individual.

Slide 42: Partial Award Acknowledgement (Part 2)

Partial Award Acknowledgement (Part 2)

Recommended reminders for the applicant:

- Let the applicant know to look out for this email
- Ask the applicant to complete and acknowledge **as soon as possible**
- Communicate that delay in completing this form will delay their enrollment

Partial Education Award notification email:

From: myamericorps@americorps.gov <myamericorps@americorps.gov>
 Sent: Thursday, April 8, 2021 5:45 AM
 To: jamie_service@email.com
 Subject: Segal AmeriCorps Partial Education Award Acceptance Notice

PLEASE DO NOT REPLY TO THIS MESSAGE

Dear Jamie Service:

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 1.50 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 0.50, award which is equal to \$3097.50.

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.
<https://my.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://questions.americorps.gov/app/ask> or contact the help desk at 1-800-942-2677.

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Here is an example of what the applicant will see if they need to acknowledge a partial award.

The email will indicate the value of education awards the applicant has previously received and provide the partial amount they are still eligible for. This will equate to a specific dollar amount.

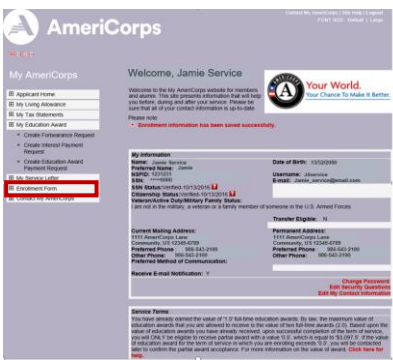
The applicant will need to click on the link provided in the email which will bring them back to their enrollment form in My AmeriCorps.

Slide 43 Partial Award Acknowledgement (Part 3)

Partial Award Acknowledgment (Part 3)

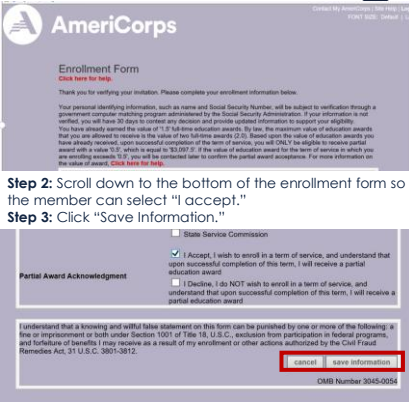
Applicant view in My AmeriCorps Portal

Step 1: Log into My AmeriCorps and click Enrollment Form



Step 2: Scroll down to the bottom of the enrollment form so the member can select "I accept."

Step 3: Click "Save Information."



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Once the applicant clicks the link in the email they received, they will be taken to the My AmeriCorps portal where they will need to log in. They then need to click on Enrolment Form on the left-hand side of the screen.

Slide 44: Partial Award Acknowledgement (Part 4)

Partial Award Acknowledgement (Part 4)

Welcome Sarah

Workbasket

Portal Home

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

SSN & Citizenship Status

Manage Programs

Manage Service Locations

Manage Users

Recruitment 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

Your search returned 96 results.

Name *	Program *	Program Year *	Role *	Date Submitted *	Request Type *	Member Enrollment Status *	
Adam		2020		04/08/2021	invitation	Partial Award Acknowledged	Delete?

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

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

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At the bottom of the enrollment form, the applicant will be asked to either accept or decline the partial award. If declined, this is an indication that the individual is choosing not to be enrolled into your term of service.

If they accept, eGrants will automatically update the applicant's enrollment status to "partial award acknowledged" as shown here in the second image.

Once this is complete, you will be able to go back into the member enrollment form in eGrants, enter the member slot type and start date again because these two items are not able to be saved, and then click enroll.

Slide 45: Check Your Work!

Check your work!



- ✓ Run reports in eGrants
- ✓ View each member's service information in Portal
- ✓ Double check the following:
 - Within member enrollment period
 - Sufficient slots available
 - SSN and citizenship verified on or before member start date
 - NSCHC Certification date before member start date
 - Service Location selected
 - Start date no later than today's date
- ✓ Applicant eligible to serve?
 - Has not previously served more than 4 terms
 - Has not declined a partial education award
 - Has not received an unsatisfactory performance rating from a previous term of service
 - Is not currently actively enrolled in the same program or in another term that when combined exceeds full-time service

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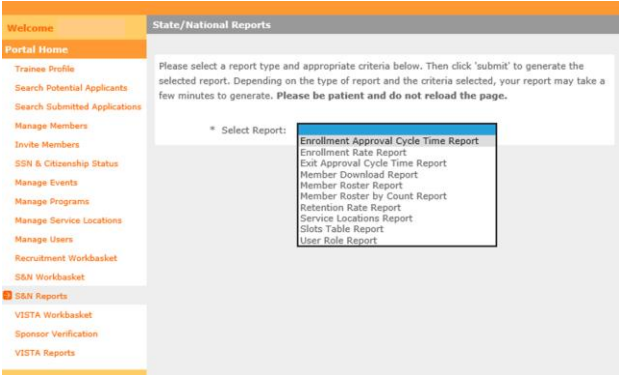
There are multiple ways to ensure that you are completing the member enrollment properly. In the next slide, we will cover how you can run reports in eGrants to check your work. You are also able to click on each member's service information within the portal to make sure the changes/updates you made were saved properly.

Make sure to check all details needed for enrollment to ensure that everything is correct to avoid error messages.

Slide 46 Run Reports to Check Enrollments (Part 1)

Run Reports to Check Enrollments (Part 1)

S&N Reports



- ✓ Enrollment Approval Cycle Time
 - Presence of all expected enrolled members
 - Number of days from member start date to enrollment activation (should be 8 or less)
- ✓ Member Download Report
 - Displays multiple pieces of enrollment information for each member
 - Check member's service location, slot type, status (e.g., in-service, suspended, exited), start date, address, etc.

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You can always check your work by running a report in the portal. Under 'portal home' select 'S&N Reports' to run a report. Two reports from this tab that are helpful for you during enrollment are the Enrollment Approval Cycle Time report and the Member Download Report.

Slide 47: Run Reports to Check Enrollments (Part 2)

Run Reports to Check Enrollments (Part 2)

SSN and Citizenship Status Report

✓ SSN and Citizenship Status Report

- Trust Enrolled Status
- Citizenship Status
- SSN Status

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You can also run a report on SSN and Citizenship which will show the Trust enrolled status, citizenship status, and SSN status of members.

Slide 48: How to Update a Start Date in eGrants (Part 1)

How to Update a Start Date in eGrants (Part 1)

**in-service members only*

Step 1: Using the "Manage Members" link from the Portal Home, locate the individual and click on the member name to open the Member Information screen

Step 2: Click the "view" link next to the service term

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If a situation occurs that requires you to update a member's start date, you can make that change for in-service members as long as the change is within the allowable enrollment parameters discussed in this training. Please note that if this change is made more than 8 days after the member start date, it may affect a program's compliance with 8-day enrollment requirements.

To update a start date in eGrants, select "Manage Members"

From there a list of members will appear on your page. Search for the individual who requires the start date change and click on their name. This will take you to their member information

screen. At the bottom, under Service Information, you will see the original start date that was entered. Click "View" to open their service term information.

Slide 49: How to Update a Start Date in eGrants (Part 2)

How to Update a Start Date in eGrants (Part 2)
**in-service members only*

Welcome Tracey | View Service Term Information

State and National Service Term Information

Name	Bridget	Member ID	
Program Name		Service Location	
Service Start Date	04/08/2021	Service End Date	04/07/2022
Program Code		Program Year	2020
Trust Eligible	Yes	Slot Type	Minimum Time

State and National Service Term History

Update Type	Effective Date	Updated By	Action
n/a	04/08/2021	TRACEYA	Active Correct

Current Status: In-Service [unlock exit form](#)

Update Type:

[back](#) [next](#)

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Step 3: Click the "Correct" link

Now that you are in the view service term information page, you can see that you have the opportunity to correct the member's service term by clicking "Correct" at the right hand side of your screen.

Slide 50: How to Update a Start Date in eGrants (Part 3)

How to Update a Start Date in eGrants (Part 3)
**in-service members only*

Welcome Tracey | Correct Term of Service

Please note: Before a member may be enrolled into the National Service Trust: 1) their SSN and Citizenship status must be Verified or Manually Verified; 2) for members enrolled on or after 5/1/2021, completion and adjudication of all required National Service Criminal History Checks must be certified; and 3) for members enrolled prior to 5/1/2021, completion of the National Sex Offender Public Website check and initiation of the state of service, state of residence checks, and FBI checks required for that individual must be certified. If you have questions about the requirements for enrolling members, contact your State/Territory Commission, prime grantee, or AmeriCorps Portfolio Manager.

Service Term Information

Name	Bridget	Member ID	
Program Name		Service Location	
Service Start Date	04/08/2021	Service End Date	04/07/2022
Program Code		Program Year	2020
Trust Eligible	Yes	Slot Type	Minimum Time

SSN Status: Verified 02/02/2021

Citizenship: Verified 03/02/2021

Enrollment Form: Certified 04/08/2021

NSCHC Certification: Certified 03/01/2021

State and National Service Term Information

Update Type	Effective Date	Updated By	Action
n/a	04/08/2021	TRACEYA	Active

[cancel](#) [save](#)

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Step 4: After opening the "Correct Term of Service" screen you can see the member's current start date is listed in the "Effective Date" field. The dates of SSN and citizenship verifications and NSCHC certification are also displayed.

Step 4: After opening the "Correct Term of Service" screen you can see the member's current start date is listed in the "Effective Date" field. The dates of SSN and citizenship verifications and NSCHC certification are also displayed for you to reference and ensure that the newly entered start date meets the requirements of enrollment.

Slide 51: How to Update a Start Date in eGrants (Part 4)

How to Update a Start Date in eGrants (Part 4)

***in-service members only**

Welcome Tracey

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

Member Information

Bridget

Member Home

Suspend Member

Transfer Member

Change Term

Change Service Location

Correct Term of Service

Please note: Before a member may be enrolled into the National Service Trust: 1) their SSN and Citizenship status must be Verified or Manually Verified; 2) for members enrolled on or after 5/1/2021, **completion and adjudication** of all required National Service Criminal History Checks must be certified; and 3) for members enrolled prior to 5/1/2021, **completion** of the National Sex Offender Public Website check and initiation of the state of service, state of residence checks, and FBI checks required for that individual must be certified. If you have questions about the requirements for enrolling members, contact your State/Territory Commission, prime grantee, or AmeriCorps Portfolio Manager.

Service Term Information

Name	Bridget	Member ID	
Program Name		Service Location	
Service Start Date	04/08/2021	Service End Date	04/07/2022
Program Code		Program Year	2020
Trust Eligible	Yes	Slot Type	Minimum Time
SSN Status	Verified 02/02/2021		
Citizenship Status	Verified 02/02/2021		
Enrollment Form Certification Date	Certified 04/08/2021	NSCHC Certification:	Certified 03/01/2021

State and National Service Term Information

Update Type	Effective Date	Updated By	Action
n/a	04/01/2021	TRACEYA	Act

cancel save

Step 5: Enter the corrected start date in the "Effective Date" field, ensuring that it is:

- Within the member enrollment period
- On or after the dates of SSN and citizenship verification
- After the NSCHC certification date

Step 6: If the corrected start date is within these parameters, the "Save" button will become active. Click "Save".

NOTE: entering a start date that is more than 8 days in the past will affect the program's compliance with 8-day enrollment requirements

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Step 5: Enter the corrected start date in the "Effective Date" field, ensuring that it is:

- Within the member enrollment period
- On or after the dates of SSN and citizenship verification
- After the NSCHC certification date

Step 6: If the corrected start date is within these parameters, the "Save" button will become active. Click "Save". *NOTE: entering a start date that is more than 8 days in the past will affect the program's compliance with 8-day enrollment requirements.*

Slide 52: What to do if the Enroll Button Isn't Active

What to do if the enroll button isn't active

- ✓ Check the applicant'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 NSCHC certification
 - The date entered in the NSCHC Certification field must be before the entered start date
- ✓ Check the entered start date
 - The date must be within the member enrollment period
 - The date cannot be later than today's date
 - The date cannot be earlier than the SSN/Citizenship verification dates
 - The date cannot be the same or earlier than the date in the NSCHC Certification field
- ✓ Check that all fields are completed

If all the previously mentioned steps are complete and you still cannot enroll the applicant, contact the AmeriCorps Hotline and your Portfolio Manager

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If your enroll button does not become active, here is a list of items for you to check: SSN and citizenship status. NSCHC certification- remember, date must be before the entered start date. Check the start date. And finally, if you determine that all the above is correct, and you are not sure why eGrants would be preventing you from enrolling your applicant, contact

the AmeriCorps Hotline.

Slide 53: Thank you



Thank you for your service