eGrants Instructions: How to Transfer a Member

A State Commission or National Direct may grant permission to transfer an actively serving member to another ASN program to continue/complete their service term. Programs should ensure approvals and confirmations related to the member transfer are well documented and stored in the member file. eGrants tracks the transfers and documents prior hours and current hours to form a complete term of service for the Trust enrollment.

Requirements for Transferring a Member

Both the transferring-from grantee (Program A) and the transferring-to grantee (Program B) must follow the following process to administratively complete a member transfer.

- Program A must first determine that circumstances warrant a transfer.
- Prior to initiating a transfer, Program A must provide written confirmation to Program B that valid circumstances support the transfer to Program B.
- The member must apply to and be accepted by Program B, which must have an available slot (this means the program is able to provide an entire term of member support costs and an education award).
- The member must be able to finish their term of service within twelve months of their original start date.
- Program B must approve the transfer in writing.
- No funds can be transferred from Program A to Program B.
- If Program A has already conducted the mid-term evaluation, they will provide it to Program B. If Program A has not yet conducted the mid-term evaluation, Program B will conduct the mid-term evaluation with consultation with Program A.
- The transferred member cannot be counted twice for purposes of enrollment and/or retention.
- The slot that remains with Program A will revert to new, unfilled status regardless of the length of time the member served.

eGrants Instructions begin on next page.

eGrants Instructions to Transfer a Member

Both the transferring-from grantee (Program A) and the transferring-to grantee (Program B) must follow the following process to complete a member transfer in eGrants.

Step	Screenshot
PROGRAM A completes steps 1 through 9.	
Step 1 Log in to eGrants and select PORTAL HOME.	
Step 2 In the Portal Home, select MANAGE MEMBERS from the menu on the left.	
Step 3 Search for and select the member you wish to transfer.	

Step	Screenshot
Step 4 Under the Member Information menu on the left, select TRANSFER MEMBER.	**Member Information** *Raymond Abrams* Member Home Suspend Member **Transfer Member** Change Term Change Service Location Exit Member
Step 5 At the bottom of the screen in the section titled ENTER TRANSFER INFORMATION, complete the fields: • Transfer to Program Code: input Program B's grant number. • Hours Served: Input the number of hours served with Program A. • Effective Date: Input the effective transfer date. Then select CREATE.	**Enter Transfer Information:** The member's SSN and Citizenship status must be verified or manually verified before a transfer request may be initiated. * Transfer to Program Code: * Hours served: 0 * Effective Date: cancel	create
Step 6 At the top of the page, you will see the message "Please note: The transfer request was created successfully." At the bottom of the page, under SERVICE INFORMATION, select VIEW on the right of the row.	**Service Information** Program — Organization — City/State — Service Start — Service End STATE - AmeriCorps State — LITERACY VOLUNTEERS OF ILLINOIS INC — Chicago, IL — 01/07/2025 — 01/06/2026 view
Step 7 Under the State and National Service Term History section, next to Current Status, select EDIT PENDING UPDATE.	**View Service Term Information** **State and National Service Term Information** Name: Jemima Adeyinka — Member ID: 1720485 Program Name: VOCAL — Service Location: Literacy Chicago Service Start Date: 01/07/2025 — Service End Date: 01/06/2026 Program Code: 23AFCIL0010001 — Program Year: 2024 Trust Eligible: Yes — Slot Type: Reduced Half Time **State and National Service Term History** Update Type — Effective Date — Updated By — Action n/a — 01/07/2025 — CTJORDAN724 — Active — Correct Current Status: In-Service (edit pending update) unlock exit form
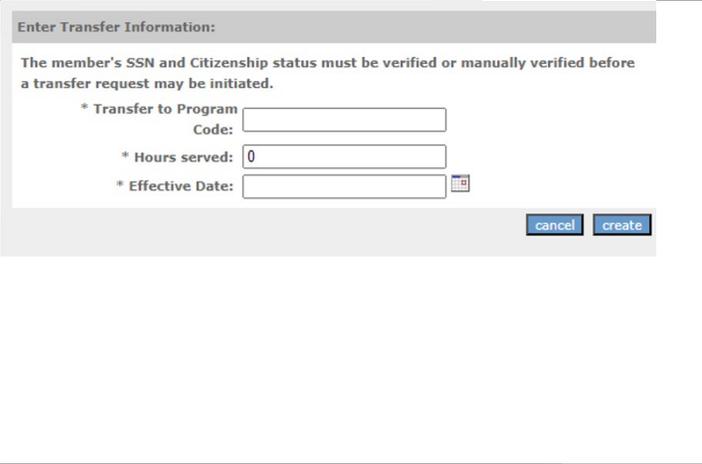
Step	Screenshot
Step 8 Confirm the transfer information and select APPROVE.	**Transfer Information:** The member's SSN and Citizenship status must be verified or manually verified before a transfer request may be completed. * Transfer to Program: Peace Corps Fellows/AmeriCorps Program * Hours served: 25 * Effective Date: 02/11/2025 cancel reject approve
Step 9 A message at the top of the page will say, "Please note: The transfer out request was approved successfully and is awaiting approval from the new program." Program A actions are complete.	**Member Home** Please note: The transfer out request was approved successfully, and is awaiting approval from the new program. **Member Information** Click here for help.
PROGRAM B **completes steps 10 through 15.**	
Step 10 After Program A has completed steps 1-9, log in to eGrants and select PORTAL HOME.	5 Grantee edit of application or report 2 Subapplicant edit of application 1 Subapplication rejected by prime 3 Under CNCS review **VIEW MY AMERICORPS PORTAL** Portal Home **Reporting to CNCS** to access common Financial Report My Account Progress Report
Step 11 Select S&N WORKBASKET from the menu on the left.	Manage Service Locations Manage Users Recruitment Workbasket S&N Workbasket S&N Reports VISTA Workbasket Sponsor Verification VISTA Reports Member II SSN: *** SSN Status Citizenship Veteran/A I am not in Current M:
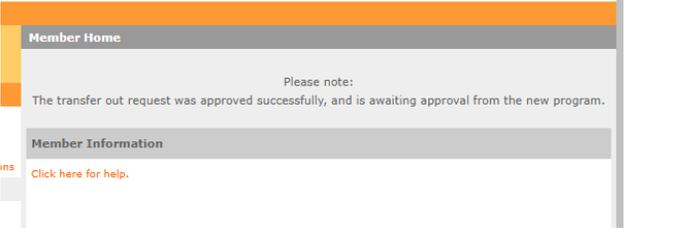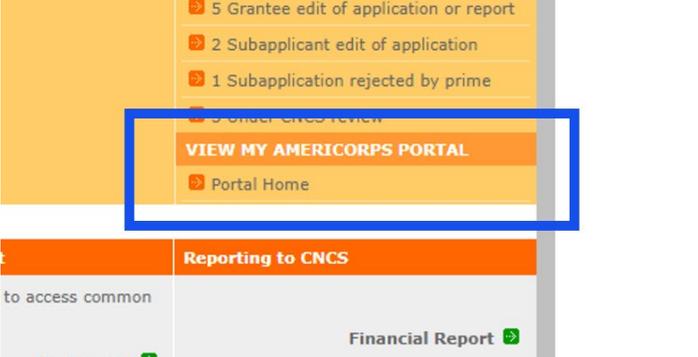
AmeriCorps
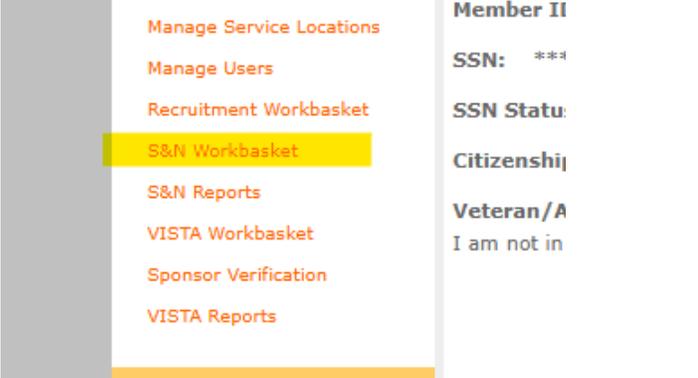
Step	Screenshot
Step 12 Select the tab PENDING ENROLLMENTS.	
Step 13 Navigate to the transferring in member (request type should say transferring) and select the profile.	
Step 14 Add Program B's NSCHC Certification date and select APPROVE.	
Step 15 The member is now enrolled in Program B. Program B actions are complete.	
The transfer information will appear as a notation on the State and National Service Term History, located in the member profile section "Service Information."	